



NAVFAC
Naval Facilities Engineering Command

ENGINEERING SERVICE CENTER
Port Hueneme, California 93043-4370

User's Guide

UG-2068-ENV

FISCAL YEAR 2005 SOLID WASTE POLLUTION PREVENTION ANNUAL DATA SUMMARY (SW P2ADS) GUIDE

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EXECUTIVE SUMMARY

This guide is to help you prepare your Solid Waste Pollution Prevention Annual Data Summary (SW P2ADS) for Fiscal Year 2005. SW P2ADS consists of three parts. Installations that generate one ton or more solid waste per day, averaged over an annual basis, must submit all of the following three parts of the installation SW P2ADS report **to NFESC by 1 November 2005**.

Part I: SW Operations Form

Part II: Other Select Waste Form

Part III: Green Procurement (formerly Affirmative Procurement) Program Form

Information collected in SW P2ADS receives high visibility, as they are presented in the semi-annual Environment Management Review brief to Deputy Under Secretary of Defense for Environment; the *Defense Environmental Quality Annual Report to Congress*; and the RCRA 6002 biennial reports to the President and Congress, prepared by Office of Federal Environmental Executive and Office of Federal Procurement Policy, respectively. SW P2ADS tracks the Department of the Navy's progress toward meeting the DOD Pollution Prevention and Compliance Program goals as measured by the DOD Solid Waste Metrics.

Goal

1. *Establish a cost-effective solid waste management program that includes reduction of waste generation and increased diversion.*
2. *Optimize cost avoidance.*

Metrics

1. *Per capita generation of non-hazardous solid waste (excluding construction and demolition (C&D) debris).*
2. *Diversion rate of non-hazardous solid waste (excluding C&D debris).*
3. *Diversion rate of C&D debris.*
4. *Economic benefit of solid waste diversion.*

This new DOD SW metric is in effect for FY05 per ODUSD memo of 12 October 2004, subj: Revised Pollution Prevention and Compliance Metrics. The FY05 data will serve as a starting point for assessing the effectiveness of the Department of the Navy's Integrated Solid Waste Management Program.

Reporting changes for the FY05 SW P2ADS include a revision to the recycle reporting guidance to count donations toward diversion, where as previous guidance applied a trash or scrap test that yielded a recommendation not to count donated items, and revised Affirmative Procurement Program terminology to reflect the DOD *Green Procurement Program Strategy*, August 2004.

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1. INTRODUCTION

1.1 PURPOSE AND SCOPE. This guide contains instructions and examples for each of the following three SW P2ADS parts, a List of Acronyms, and a Glossary of terms.

Part I: SW Operations Form

Part II: Other Select Waste Form

Part III: Green Procurement (formerly Affirmative Procurement) Program Form

SW P2ADS tracks the Department of the Navy's progress toward meeting the DOD Solid Waste Pollution Prevention and Compliance Program Goals as measured by the DOD Solid Waste Metrics:

Goal

1. *Establish a cost-effective solid waste management program that includes reduction of waste generation and increased diversion.*
2. *Optimize cost avoidance.*

Metrics

1. *Per capita generation of non-hazardous solid waste (excluding construction and demolition (C&D) debris).*
2. *Diversion rate of non-hazardous solid waste (excluding C&D debris).*
3. *Diversion rate of C&D debris.*
4. *Economic benefit of solid waste diversion.*

The FY05 data will serve as a starting point for assessing the effectiveness of the Department of the Navy's Integrated Solid Waste Management Program. The Naval Facilities Engineering Service Center (NFESC) collects the data by installation and provides the data for review to Marine Corps and Navy resource sponsors. A final report is then provided to the Chief of Naval Operations and Commandant of the Marine Corps.

1.2 WHEN IS SW P2ADS DUE? Submit your FY05 SW P2ADS, covering the period 1 October 2004–30 September 2005, to ESC424 not later than 1 November 2005.

1.3 WHO MUST REPORT? OPNAVINST 5090.1B and MCO P5090.2A require Navy and Marine Corps shore activities, worldwide, to report solid waste data. Installations that generate one or more tons of solid waste per day are required to complete and submit all three parts of the SW P2ADS report. The one-ton per day includes the following solid waste—refuse, recyclable materials, green waste, and Other Select Waste (i.e., antifreeze, oils, C&D debris, and lead-acid batteries). If the installation's population is 300 or more you probably generate about a ton of solid waste per day. Your tenants' solid waste generation may bring you up to the one-ton a day reporting requirement. The host installation will report data for all of its tenants, including Green Procurement Program information. For Part II, Other Select Waste, if any of the wastes are hazardous they must also be reported as hazardous waste in the calendar year Hazardous Waste P2ADS.

If your installation is slated for closure in the reporting year, you still must report. For example, if the installation closed in July, solid waste information from October to July must be reported. Either installation or site caretaker staff may submit the report. Once the installation has been turned over to the Naval Facilities Engineering Command (NAVFACENGCOM) in site caretaker status, solid waste reporting is no longer required.

1.4 WHO IS EXEMPT FROM REPORTING SOLID WASTE? Afloat or mobile activities such as ships, field units, air squadrons, and similar deployed commands are exempt from reporting solid waste and Other Select Waste information because information for these units is collected and reported by the host activity or installation that receives their waste. For instance, while in port the naval station reports ships' solid waste, the host air station reports aircraft squadron waste, and so forth.

Navy shore activities that are tenants of other DOD installations do not have to report their solid waste information to NFESC. However, you may be requested to provide information to your host installation that reports for you. Retain a copy of the host's reporting transmittal letter for your records.

If the installation, including tenants, generates less than one ton per day of solid waste, you do not have to complete the SW P2ADS report. Installations that fall into this category are generally small facilities such as Navy and Marine Corps reserve centers or small communications centers. Shore activities with less than 300 employees usually generate less than one ton per day and do not have to report. If you are uncertain or need advice, call your Naval Facilities Engineering Command Engineering Field Division solid waste contact.

1.5 REPORTING CHANGES. Changes for the FY05 reporting year include counting donations toward diversion, where as previous guidance applied a trash or scrap test that yielded a recommendation not to count items that are donated; and updating Affirmative Procurement Program terminology to the Green Procurement Program, consistent with the DOD *Green Procurement Program Strategy*, August 2004.

The new DOD SW metric describes methods of diversion to include composting, mulching, recycling, reuse, and donations. Previous guidance stated that if an item being discarded is a waste (trash or scrap) and not a useable item, then it can be counted as diversion if it is recycled or diverted, but do not count items that are reused such as furniture, vehicles, and other reusable items. Beginning FY05, you may count these donated items in your recycle tonnage, cost, and revenue, and categorized recycle materials (see Section 3.0).

1.6 HOST INSTALLATION AND TENANT REPORTING. Installations are expected to report for their tenants. The installation or host activity shall report the solid waste information, to include information for all tenants. Large tenants who contract for their own solid waste recycling and disposal may report separately from their host, but please coordinate to avoid double reporting.

If the host installation has an Air Force, Army, Coast Guard, or other DOD tenant, the host's report will include the tenant's information. Conversely, Navy or Marine Corps activities on an Army base, Air

Force base or other DOD installation will provide their solid waste information to their reporting hosts. You need not make a separate report to the Department of the Navy.

Navy and Marine Corps tenants of non-DOD installations that generate one or more tons of solid waste per day must report their SW P2ADS to NFESC. If in doubt, please call us. Contact information is provided in Section 1.8.

1.7 REGIONAL SOLID WASTE REPORTING REQUIREMENTS. Regionalization is the term used to describe consolidation of several installation functions into a single regional command. This includes solid waste management and recycling functions. Please do not send us a regional report. We compare solid waste data from one year to another by installation as a data quality measure. Variations of more than 10% should be explained. The data shows historical information and data trends. However, when reporting solid waste data, **submit a separate report for each installation.** The regional solid waste manager can submit all reports for the region but we need a separate SW P2ADS report for each installation in that region.

1.8 WHERE DO I REPORT? The SW P2ADS report may be submitted using either of the two reporting options listed below. We prefer that you submit an electronic report via e-mail, created using the P2ADS software described in Option (1).

Please send all three parts—SW Operations, Other Select Waste, and Green Procurement Program—together as one submittal. In addition, Navy installations must provide the SW P2ADS report to their major command and engineering field division (EFD) or engineering field activity (EFA) as required by OPNAVINST 5090.1B. Marine Corps installations must provide the SW P2ADS report to CMC (LF) as required by MCO P5090.2A.

OPTION (1)—P2ADS SOFTWARE REPORTING. E-mail an electronic copy created using the P2ADS software available for download at:
<http://enviro.nfesc.navy.mil/ps/datamanagement/main.htm#Download>. Navy and Marine Corps Intranet (NMCI) users should not experience any difficulty downloading this program since MSAccess is included on all NMCI computers. Create your electronic submittal from the *NFESC Report Tab* of the SW P2ADS software. The submittal will be an MSAccess file with an *.mdb extension. Prior to emailing you must change the *.mdb extension to *.bak or *.txt to get the file through e-mail security. E-mail your report to the Solid Waste Manager at NFESC.

OPTION (2)—PAPER REPORT. Mail or fax a printed copy of the SW P2ADS report to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/SOLID WASTE MANAGER
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

FAX your report to: ESC424/Solid Waste Manager at DSN 551-4832 or (805) 982-4832.

FAXED reports will be accepted as the official report. Please verify that your faxed report has been received by the Solid Waste Manager at NFESC at DSN 551-3550 or (805) 982-3550.

1.9 WHERE TO GET HELP. Instructions for using the software and examples for all three parts are provided in Sections 2.0 through 5.0. For help, contact one of our P2ADS experts listed below:

ESC424/Solid Waste Manager	DSN 551-3550	(805) 982-3550
ESC424/Solid Waste Manager	DSN 551-4807	(805) 982-4807

1.10 REPORTING CHANGES FOR FY06—Advance Notice. This section serves only as advance notice for next year's SW P2ADS reporting changes. At this time there are no finalized changes for FY06. We will notify everyone on our Navy and Marine Corps distribution list as soon as we are aware of any data collections changes. **Proposed changes** under consideration for FY06 GPP reporting include: percentage of federal agency facilities with janitorial services contracts that require the contractor to supply recycled content sanitary tissue products; percentage of facilities with requirement for recycled content non-paper office products such as office furniture; methods facilities use to comply with the requirement to purchase designated recycled content construction products (e.g., through the use of LEED, the Whole Building Design Guide, design specifications, industry specifications, or incorporating recycled content construction products into design/build contracts).

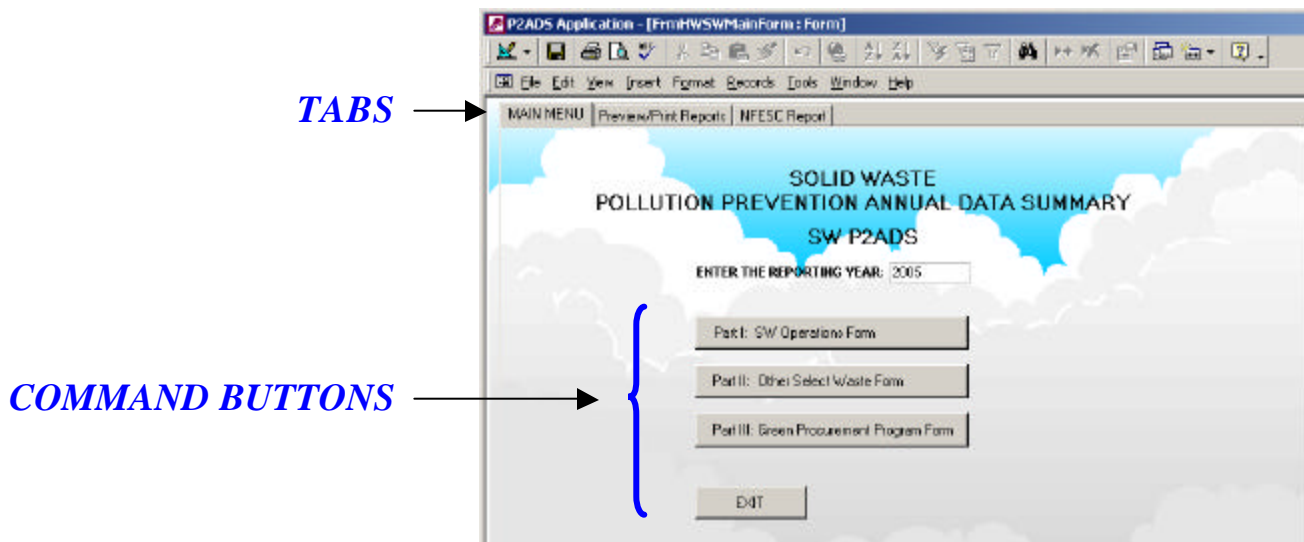
1.11 WHAT IS THE SOLID WASTE DATA USED FOR? The SW P2ADS data is used to determine the Navy and Marine Corps' solid waste status. We can project trends and develop strategies ranging from solid waste reduction techniques such as packaging controls to source segregation and recycling. Much of our solid waste is recyclable. Recycling generates revenues to offset the collection cost and can provide funding for other projects.

OPNAVINST 5090.1B and MCO P5090.2A require Navy and Marine Corps installations to reduce generation and disposal, and increase recycling and composting. The solid waste data will show the economic benefit and Navy and Marine Corps' achievements in solid waste diversion. Each Navy and Marine Corps installation contributes to ensuring their major command and CMC (LF) achieve the DOD goal.

Solid waste success stories are used by CNO and CMC (LF) to publicize the good work being done by installations in recycling, composting, and waste diversion. Every installation should have at least one success story. Your submittals communicate to other installations how they too can succeed. The success stories are published in SW P2ADS and many are printed in other publications after release through public affairs.

2.0 FY05 SW P2ADS SOFTWARE. Download the FY05 SW P2ADS software from our web page: <http://enviro.nfesc.navy.mil/ps/datamanagement/main.htm#download>. To run FY05 SW P2ADS you must have the following: Windows 95/98, NT 4.0 workstation, or Windows 2000 Professional. Access 97 or Access 2000, 32 megs of RAM, approximately 5 megs of hard disk space.

2.1 SOFTWARE NAVIGATION. The SW P2ADS opening screen is the **MAIN MENU**. There are three Tabs and four Command Buttons.



2.1.1 TABS

Main Menu The initial screen with command buttons to the three-part SW P2ADS form.
Preview/Print Reports Preview or print the SW Operations, OSW, and GPP reports.
NFESC Report Creates the P2ADS report file to send to ESC.

2.1.2 COMMAND BUTTONS

Part I: SW Operations Form	Opens SW operations form for data entry.
Part II: Other Select Waste Form	Opens OSW form for data entry.
Part III: Green Procurement Program Form	Opens GPP form for data entry.
Exit	Exits from the P2ADS database.

Selecting any command button will open that particular form for data entry. Each form has multiple tabs (or screens) for data entry. Navigation buttons are located at the bottom of each data entry screen.

2.1.3 NAVIGATION BUTTONS. After completing each data entry screen, click *Save* and select another Tab at the top to move to the next data entry screen, or *Close* to return to the *MAIN MENU*.

<i>Delete</i>	Removes the record from the MSAccess table.
<i>Save</i>	Saves record.
<i>Close</i>	Moves to the main menu.

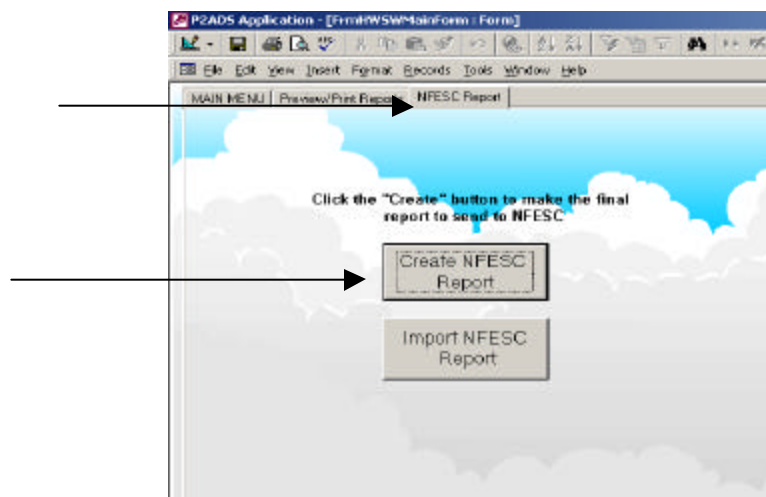
2.1.4 ENTERING A NEW RECORD. Select the installation UIC from the drop down menu. After you have entered the information click *Save*. Select another Tab to move to the next screen or “Close” to return to the *MAIN MENU*.

2.1.5 MODIFYING A RECORD. Use the *MAIN MENU* command buttons to select a SW P2ADS form (*Part I, II, or III*), then use the data entry screen tabs to select the screen with the information and field(s) to be modified. Use the tab key or mouse to go to the field and make the changes. **Always use the tab key to exit the modified field and then click *Save* to ensure your modified data is saved.** Select another Tab to move to the next screen or *Close* to return to the *MAIN MENU*.

2.1.6 DELETING A RECORD. Records can be deleted from any screen using the *Delete* button. However, to delete a record from the SW POC INFO, OSW POC or GPP POC screen you must first delete all related records for that UIC. Delete all records for tenant, operation, and success data **BEFORE** deleting contact information for the selected UIC.

2.1.7 PREVIEW/PRINT REPORTS. After data entry, a printer friendly copy of the SW Operations, OSW, and GPP forms and success stories may be viewed and printed from the *PREVIEW/PRINT REPORTS Tab* of the *MAIN MENU*. In the *PREVIEW/PRINT REPORTS* screen, select a button to preview or print the desired report.

2.1.8 CREATING ELECTRONIC P2ADS SUBMITTAL. From the *NFESC REPORT Tab* select the *Create NFESC Report* button to copy all the necessary data to create the NFESC Report file. The data is not deleted from the database.

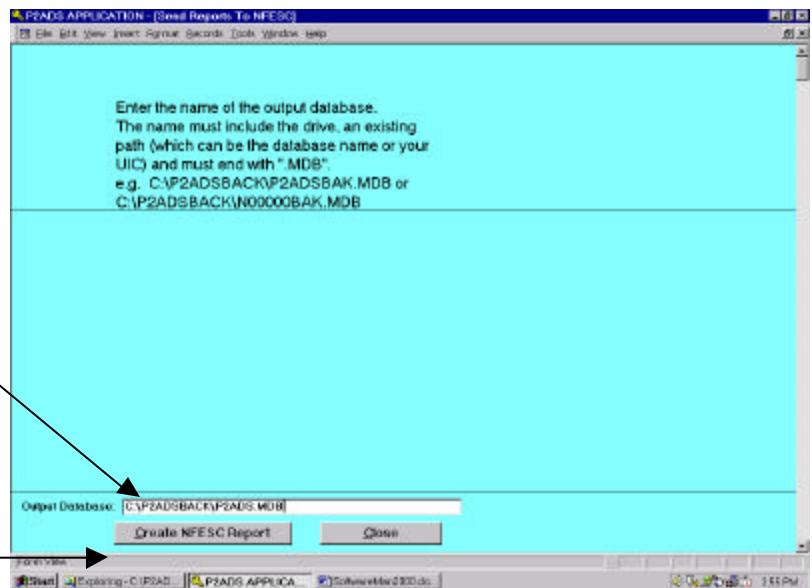


Enter the drive path and file name for your report database in the **Output Database** field.

For example:

C:\SWP2ADS\FY05_N12345.MDB

Select the **Create NFESC Report** button. The software will automatically select all required MSAccess tables for copying.



When complete you will see a message such as:

“The database C:\SWP2ADS\FY05_N12345.MDB has been successfully archived”.

Select “OK” and then **Close** to return to the **NFESC Report Tab**. Select the **MAIN MENU Tab** and **Exit**. Email the P2ADS Database just created as an attachment to NFESC Solid Waste Manager

3.0 PART I: SW OPERATIONS FORM INSTRUCTIONS AND EXAMPLES

3.1 GENERAL. The SW Operations Form gathers information on landfilled, incinerated, composted, and recycled wastes, related annual costs for such operations, and a breakout of recycled wastes by category (paper, plastics, metals, etc.).

3.1.1 WHO PREPARES THE SOLID WASTE OPERATIONS FORM? The answer to this question varies from installation to installation, and of course, is up to your command. We recommend the installation environmental engineer or solid waste program manager complete Part I, SW Operations. Installation environmental engineers complete similar environmental reports each year and are familiar with the necessary coordination with other departments inside and outside the facilities management group.

3.1.2 REPORTABLE SOLID WASTE. Solid waste, in general terms, includes all items recycled, discarded, and taken to the sanitary landfill. Table 3.1 shows examples of reportable solid waste.

TABLE 3.1 REPORTABLE SOLID WASTE		
<ul style="list-style-type: none"> - trash and garbage - wood waste - tires - scrap metal - lead - zinc - cardboard - cooking grease - sonar buoy tubes (plastic) - asphalt - non-hazardous sludge - non-hazardous sand blast grit 	<ul style="list-style-type: none"> - mess hall waste - solid waste from ships - solid waste from hospitals ¹ - non-hazardous sewage sludge - municipal solid waste - recycled solid waste - demilitarized ordnance scrap metals - anything that goes to a sanitary landfill - green waste or yard waste ² - toner cartridges ³ - oil filters ⁴ 	<p><u>Other Select Waste</u> (See Section 4.0 for reporting instructions)</p> <ul style="list-style-type: none"> - C&D debris - lead-acid batteries - ethylene glycol based antifreeze - waste oil

¹ SW P2ADS does not collect infectious medical waste information.

² If your contractor does not remove the green waste, but leaves it in place on the lawn, you do not need to report this as tons generated or cost incurred in collection. Many mulching lawn mowers cut grass in fine particles that do not require collection for disposal. The costs we want to capture are the green waste collection cost. If your contractor changes his practices to using a mulching mower, this is a waste source reduction. Do not report source reduction as recycling in the SW P2ADS.

³ Toner cartridges that are collected for refilling can be reported under recycling.

⁴ Oil filters that are hazardous can be rendered non-hazardous and recycled. Oil filters can be drained, crushed, and sold as metals in some states.

3.1.3 NON-REPORTABLE SOLID WASTE. Table 3.2 shows non-reportable solid waste. Excluded solid waste categories are: liquid waste, radioactive waste, most hazardous waste, ordnance and explosive waste, excess hazardous materials sold by DRMO, and any other waste that will be reported in the calendar year HW P2ADS with the exception of oils, antifreeze, and lead acid batteries which are reportable in Part II: Other Select Waste. See Section 4.0 for specific reporting instructions.

TABLE 3.2 NON-REPORTABLE SOLID WASTE		
<ul style="list-style-type: none"> - most hazardous waste - hazardous sludge - hazardous sandblast grit - solid waste disposed at sea - recycled hazardous waste (except oils, antifreeze, lead acid-batteries, and C&D) - hazardous incinerator ash 	<ul style="list-style-type: none"> - radioactive waste - hazardous materials sold by DRMO - sanitary sewage & wastewater - ordnance wastewater - formalin - Installation Restoration Program waste 	<ul style="list-style-type: none"> - non-lead-acid batteries - machine tool coolant - non-ethylene glycol based antifreeze - recycled hazardous materials - solvents

3.1.4 WHERE DO I GET THE SOLID WASTE OPERATIONS INFORMATION?

Table 3.3 provides an overview of solid waste and recycling information sources. The public works transportation office normally is responsible for solid waste disposal and can provide weight tickets and the total amount of solid waste landfilled or incinerated. The contracts office can provide solid waste information if solid waste service is contracted out. DRMO can provide recycling revenues. Recycling information can be obtained from the Morale, Welfare, and Recreation (MWR) office, which usually operates the installation recycling program. Commissaries and exchanges often run specific recycling programs and generally keep excellent records. Your SW P2ADS report should also include installation waste that is recycled by civilian organizations. Another source of information is the installation Qualified Recycling Program (QRP) instruction, which describes how recycled materials are collected and sold, and how revenues and expenditures are tracked. Some of the general information such as the activity population is available at your public affairs department, administrative office, or housing office.

3.1.5 OTHER SOURCES OF SOLID WASTE INFORMATION. Your Naval Facilities Engineering Command's (NAVFACENGCOM) Engineering Field Divisions (EFD) and Engineering Field Activities (EFA) have a solid waste contact that can assist you. Table 3.4 lists the NAVFACENGCOM solid waste contacts. This is a good source for sanitary landfill information, solid waste engineering studies, or similar engineering information not readily available at your installation. Another source of solid waste information is your major command's environmental contact; they can assist you regarding resource budget planning.

TABLE 3.3 SOLID WASTE AND RECYCLING INFORMATION SOURCES	
Waste Stream Information	Source
Refuse	Public works, contracting officer, base maintenance, refuse contractor, landfill operator, incinerator operator (ROICC, AROICC for construction waste and remodeling waste)
Landscaping waste	Public works, contracting officer, base maintenance, golf course manager, landscaping contractor, and compost facility on or off the installation
Commissary/Exchange Waste	Commissary officer, exchange manager, DRMO
Construction & demolition debris	ROICC, AROICC, public works, base maintenance, construction battalions, roads and grounds maintenance, paving contractor
Lead-acid batteries, used oil, and antifreeze	Public works, base maintenance, contract office, DRMO, installation hazardous waste handlers
Housing	Public works, contracting officer, base maintenance, and family housing officer
Recycling	QRP, DRMO, MWR, public works, base maintenance, material recovery facility (MRF), refuse contractor, commissaries, and the exchange, civilian employee associations, other public or private organizations that collect recycled materials, ROICC or AROICC for C&D recycling
Compost	Grounds maintenance contractor, landscaping contractor, contracts officer, public works, base maintenance, private or municipal compost facility
NWCF recycled materials	DRMO (DRMO sells industrial scrap generated from NWCF activities; these should be collected and reported in SW P2ADS.)
Hobby shops	MWR (e.g., auto hobby shop, wood shop)

TABLE 3.4 NAVAL FACILITIES ENGINEERING COMMAND SOLID WASTE/RECYCLING CONTACTS			
COMMAND	DSN	FAX	COM
NAVFAC	325-9319	202-685-1670	202-685-9317
NAVFAC	288-5078	202-433-2280	202-433-5078
NAVFAC LANT	262-4796	757-322-4804/5	757-322-4796
NAVFAC PAC	472-1402	808-474-5939	808-472-1402
NAVFAC PAC	472-1401	808-474-5419	808-472-1401
EFANE	443-0567 x 136	610-595-0555	610-595-0567 x 136
SOUTHDIV	583-5648	843-820-6357	843-820-5648
EFA SE	942-5571 x 1116	904-777-4174	904-542-8745 x 1116
SW DIV	522-4613	619-532-1195	619-532-3326
EFA NW	744-0060	360-396-0857	360-396-0060
EFA CHES	325-3195	202-685-2018	202-685-3292
EFA MED	314-626-7769	314-626-4346	011-39-081-568- 7769
EFA MIDWEST	792-5999	847-688-6352	847-688-5999 x151
EFA WEST	N/A	650-746-7375	650-746-7457
NFESC	551-4855	805-982-4832	805-982-4855
NFESC	551-6514	805-982-4832	805-982-6514
NFESC	551-3550	805-982-4832	805-982-3550
NFESC	551-4807	805-982-4832	805-982-4807

3.1.6 ESTIMATING VALUES. All waste amounts must be reported in tons (2,000 pounds equals one ton). If you do not have the exact figures, such as the weight in tons of recycled waste, you can estimate the volume and then convert it to tons. Convert volume to tons, such as cubic yards to tons, by multiplying Volume x Density. Densities for various materials are listed in Table 3.5. Use the density of a material that most accurately represents your waste for to determine best estimate of the weight. The general formula is:

$$\text{Tons} = \text{Volume (CubicYards)} \times \text{Density} \left(\frac{\text{Ton}}{\text{CubicYard}} \right) \quad \text{or}$$

$$\text{Pounds} = \text{Volume (CubicYards)} \times \text{Density} \left(\frac{\text{Pounds}}{\text{CubicYard}} \right)$$

$$2000 \text{ Pounds} = 1 \text{ Ton}$$

In general, non-compacted municipal solid waste is about 250 pounds per cubic yard. See Table 3.5 for conversion factors. Metric units must be converted to Avoirdupois System measurements (e.g., tons).

3.1.7 WHERE TO GET HELP. For help, contact one of our P2ADS experts listed below:

ESC424/Solid Waste Manager	DSN 551-3550	(805) 982-3550
ESC424/Solid Waste Manager	DSN 551-4807	(805) 982-4807

TABLE 3.5 VOLUME TO WEIGHT CONVERSIONS

<p><u>MUNICIPAL SOLID WASTE</u> Uncompacted-loose 1 cubic yard = 250 pounds Compacted 1 cubic yard = 500 pounds</p> <p><u>NEWSPAPER</u> 1 cubic yard = 600 pounds 3.333 cubic yards = 1 ton one 12" stack = 35 pounds</p> <p><u>CORRUGATED</u> Uncompacted-bailed 1 cubic yard = 285 pounds 7.018 cubic yards = 1 ton Compacted 1 cubic yard = 507.6 pounds 3.940 cubic yards = 1 ton</p> <p><u>OFFICE PAPER</u> Bulk Container 1 cubic yard = 500 pounds</p> <p><u>GLASS</u> Loose, whole bottles 1 cubic yard = 600 pound 3.333 cubic yards = 1 ton 1 grocery bag = 16 pounds 55 gallon drum = 175 pounds Crushed (manually broken) 1 cubic yard = 1000 pounds 2.000 cubic yards = 1 ton 55 gallon drum = 300 pounds Crushed (mechanically broken) 1 cubic yard = 1800 pounds 1.111 cubic yards = 1 ton 55 gallon drum = 550 pounds</p> <p><u>TRUCK TIRES</u> 1 Tire = 90 pounds 22 tires = 1 ton 10 tires = 1 cubic yard</p> <p><u>PASSENGER CAR TIRES</u> 1 tire = 20 pounds 100 tires = 1 ton</p> <p><u>USED MOTOR OIL</u> 1 gallon = 7 pounds 286 gallons = 1 ton</p> <p><u>BATTERIES</u> 1 battery = 33 pounds w/8 lbs lead 61 batteries = 1 ton compacted</p>	<p><u>ANTI-FREEZE</u> 1 gallon = 9.34 pounds</p> <p><u>AUTOMOBILES</u> 1 automobile = 2052 pounds</p> <p><u>FERROUS CANS</u> Whole 1 cubic yard = 150 pounds 13.333 cubic yards = 1 ton Flattened 1 cubic yard = 850 pounds 2.353 cubic yards = 1 ton</p> <p><u>ALUMINUM CANS</u> Whole 1 cubic yard = 74 pounds 27.027 cubic yards = 1 ton 1 grocery bag = 1.5 pounds Flattened 1 cubic yard = 250 pounds 8.000 cubic yards = 1 ton</p> <p><u>PLASTIC</u> PET (Soda Bottles) 1 cubic yard = 30 pounds 66.666 cubic yards = 1 ton HDPE (Whole) 1 cubic yard = 25 pounds 80.000 cubic yards = 1 ton HDPE (Flat) 1 cubic yard = 50 pounds 40.000 cubic yards = 1 ton</p> <p><u>ORGANIC MATERIALS</u> Leaves (uncomposted/uncompacted) 1 cubic yard = 250 pounds 8.0 cubic yards = 1 ton Leaves (uncomposted/compacted) 1 cubic yard = 450 pounds 4.444 cubic yards = 1 ton Leaves (uncomposted/vacuumed) operations 1 cubic yard = 500 pounds 4 cubic yards = 1 ton Wood Chips 1 cubic yard = 500 pounds 4.000 cubic yards = 1 ton Grass Clippings 1 cubic yard = 404 pounds 4.950 cubic yards = 1 ton</p> <p><u>SEWAGE SLUDGE</u> 1 gallon = 8.34 pounds</p>
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Solid Waste Association of North America Conversion factors

3.2 COMPLETING PART I: SW OPERATIONS FORM. From the SW P2ADS **MAIN MENU**, select **Part I: SW Operations Form** command button. There are five tabs (data entry screens) for completing this form. The following paragraphs describe the information to be entered in each data entry field. If you need additional space to explain an entry, please use the Comments field on the **SW POC INFO Tab**.

SW POC INFO Tab

1. **INSTALLATION:** From the dropdown list, select the host installation name and UIC for which you are reporting. The installation selected will follow through for each of the tabs as you enter data. Upon selecting a UIC, the installation name, major command, EFD, and COMNAVREG fields will be automatically populated.

If the installation is not in the dropdown list, type in your UIC (six character alphanumeric UIC, with prefix “N” for Navy or “M” for Marine Corps), hit ENTER, and click “yes” in the dialog box to add your installation. Enter the UIC listed in NAVCOMPT Manual Volume 2, Chapter 5. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages). Enter installation information: UIC, Installation Name, Major Command (i.e, claimant), EFD, and Navy Region, as applicable. Select “OK” when complete.

P2ADS Application - [FrmSWTabMain : Form]

File Edit View Insert Format Records Tools Window Help

POLLUTION PREVENTION ANNUAL DATA SUMMARY
Part I: SW OPERATIONS 2005 N12345 NAVAL STATION SMALL TOWN

<<< Click on Tabs to access screens >>>

SW POC INFO | Tenants | SW Operations Summary | Recycle Categories | SW Success Stories

1. **INSTALLATION:** N12345 NAVAL STATION SMALL TOWN YEAR: 2005
Major Command: CNO EFD:

2. **SOLID WASTE CONTACT:**
Name: SALLY S. SAMPLE Code: 123
DSN: 555-5555 Commercial: (805) 555-5555
DSN FAX: 555-5556 Commercial FAX: (805) 555-5556
Email: sally.sample@navy.mil

3. **INSTALLATION POPULATION:**
Military Resident: 1,500 Civilian Resident: 15
Military NonResident: 1,500 Civilian NonResident: 2,000

4. Do you have a SWMP? (Yes/No) Yes

5. Do you have an on site Composting Operation? (Yes/No) Yes

6. Do you have a QRP Operation? (Yes/No) Yes
Annual QRP Tons Recycled: 1,486.00 Total Annual Cost: \$60,000.00 Total Annual Revenue: \$93,800.00

7. **Comments:**
Question 4: SWMP revised 20 April 2005.
Question 11: Five structures declared obsolete and demolished. Compost facility operation fourth quarter so only processed 100 tons.

Delete Save Close

After completing this screen, click “Save” and select another Tab at the top to move to the next data entry screen—Tenants, SW Operations Summary, Recycle Categories, or SW Success Stories.

2. SOLID WASTE CONTACT. Enter the name of the person preparing the SW P2ADS. Normally this is the person designated as the installation solid waste manager. This person is knowledgeable on SW operations at the installation and responsible for providing solid waste information. Please provide an alternate contact. You can list additional personnel and related information in #7 Comments field.

3. INSTALLATION POPULATION. Enter populations for each category as requested below. Do not send a "total" population. Instead, categorize the base population as accurately as possible. Include contractor personnel working at the installation on a daily basis in your population figures. It is not necessary to count a contractor who performs a one-time task or tasks at a set interval (e.g., quarterly monitoring and sampling). The purpose of this data is to compare populations with waste generation. Population figures are necessary to calculate the per capita generation metric in pounds per person per day.

For population figures, contact your Public Affairs Office for total military, students, and civilians on the installation. Contact Family Housing for number of military and dependents residing in installation or family housing. Contact Bachelor Quarters for transient population.

A. MILITARY RESIDENTS. Number of military personnel and their dependents living on base in government-operated or private company-operated housing (i.e., public-private venture housing initiative), or in government operated housing maintained by the base. This includes fleet personnel and others home ported at the installation or base.

B. MILITARY NON-RESIDENTS. Number of military personnel who regularly work at the installation but live off base in non-government housing. Include personnel from ships temporarily in port and off-loading solid waste.

C. CIVILIAN RESIDENTS. Number of civilians and their dependents living on base in government-operated or private company-operated housing (i.e., public-private venture housing initiative), or in government operated housing maintained by the base.

D. CIVILIAN NON-RESIDENTS. Number of civilians, including contractor employees, who regularly work at the installation and live off-base in non-government housing.

4. DOES THE INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)? Enter "yes" or "no." This should be "yes" because OPNAVINST 5090.1B, Chapter 14, and MCO P5090.2A, Chapter 17, require shore installations to develop and use a Solid Waste Management Plan. The solid waste management plan and issuing instruction shall address solid waste generation, collection, disposal, and management. If you do not have a SWMP and issuing instruction, enter "no" and provide a brief explanation in item #7, Comments field.

5. DOES THE INSTALLATION HAVE A COMPOSTING OPERATION? A composting operation can be either a static pile, a windrow, or in vessel system that is located on the installation. Enter "yes" or "no." If you send your yard or green waste to a composting facility off the installation enter "no" and provide a brief explanation in item #7, Comments field. If you just

have a mulching operation without composting, you can enter the diversion under composting but enter “no” for this question.

6. DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)?

If you have either a formal or informal QRP enter "yes." If you participate in a regional QRP enter “yes.” If the region handles all the reporting please note that in item #7, Comments field. A QRP is a recycling program established by an installation instruction. The instruction sets up an accounting system to track the money generated from sale of recyclable materials, and usually also provides for a suspense account with DRMO. QRP requirements are discussed in the Qualified Recycling Program (QRP) Development Guide, NFESC UG-2039-ENV, which is available on our website:
<http://enviro.nfesc.navy.mil/esc426/Documents/NavyQRPjul2000.pdf>.

The following annual tons, cost, and revenue fields pertain to the QRP operation only.

These figures are used to gauge the impact of the QRP to the Navy and Marine Corps. We will calculate QRP profit and loss from your figures. The top revenue and tonnage recycling installations in the Navy are Navy Working Capital Fund (NWCf) activities and their revenues go to DRMO and are not returned to the installation. However, we are attempting to determine the figures attributable only to the QRP.

ANNUAL QRP TONS RECYCLED. If you answered “yes” above, enter only the annual tons recycled by the QRP. If your composting is under the QRP, include those tons with QRP tons recycled. If you have a QRP, but no QRP tons recycled, enter zero under tons recycled. Also make a note in #7 Comments field that you have a QRP but recycled no QRP tons. Do not include other non-QRP recycling tonnage. Recycled items that do not qualify for the QRP include DEMIL items (with the exception of deformed brass), fuels, etc. Do not include non-qualifying QRP tons.

TOTAL ANNUAL QRP COST. Include the total cost for the QRP operation. This cost should include the cost for QRP labor, transportation, and maintenance. If you have a QRP but have no cost because you did not use the QRP for recycling, enter zero and also note it in #7 Comments field. If you have recycled QRP tons, but no cost, explain why in #7 Comments field. Do not include cost associated with other recycling at the installation. Cost incurred by DRMO is not to be counted as QRP cost.

TOTAL ANNUAL QRP REVENUES. Include only revenues generated by the QRP operation. Do not include recycling revenues that do not go to the QRP, such as DEMIL material that does not qualify for the QRP.

7. COMMENTS. A field for addition information.

TENANTS Tab

8. LIST TENANTS OR OTHER ACTIVITIES COVERED BY THIS REPORT. Enter tenants that have a population or workforce of 100 or more. Enter tenant activity UIC and short title name. Do not include ships, squadrons, air wings, or other fleet commands defined as units that deploy.

SW OPERATIONS SUMMARY Tab

P2ADS Application - [FrmSWTabMain : Form]

File Edit View Insert Format Records Tools Window Help

POLLUTION PREVENTION ANNUAL DATA SUMMARY
 Part 1: SW OPERATIONS 2005 N12345 NAVAL STATION SMALL TOWN

<<< Click on Tabs to access screens >>>

SW POC INFO | **Tons** | SW Operations Summary | Recycle Categories | SW Success Stories

Installation UIC: N12345 Year: 2005

9. DO YOU HAVE ANY ACTIVE PERMITTED DISPOSAL FACILITIES? (Yes/No) Yes

If yes, what type of facility? Landfill Permit issued by: Federal

Second permitted facility (if applicable)? Inert/Rubble Permit issued by: State

10. SOLID WASTE ANNUAL OPERATIONS SUMMARY:

	Tons	Cost	Revenue
Landfilled	4,035	\$270,000.00	
Incinerated	2,235	\$123,436.00	\$0.00
Composted	150	\$23,435.32	\$1,502.00
Recycled	1,820	\$80,235.24	\$58,235.00

Comments: WOOD: FY05 Wood waste significant decrease from FY04 Report due to a holding in wood recycling. since, the QRP has resumed recycling wood pallets.
 Alternate point of contact: John Doe, DSN 555-5151; (805) 555-5151

11. WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE?

Landfill Tipping Fee: \$30.00
 Incinerator Tipping Fee: \$40.00

Compute ISWMCA Metric

ISWMCA: \$0.00
 % Diversion: 0.0%

Delete Save Close

9. DOES THE INSTALLATION HAVE ANY ACTIVE PERMITTED DISPOSAL FACILITIES?

If you have an active disposal facility at your installation, permitted by federal, state, or foreign government, that receives solid waste or refuse enter “yes.” If not enter “no.” For U.S. and U.S. territories, include all RCRA Subtitle D landfills located on the installation. Installations located outside the U.S. and U.S. territories should enter “yes” if you have a disposal site on the installation. Do not list CERCLA (Installation Restoration Program) sites.

IF YES, WHAT TYPE OF FACILITY? From the dropdown list, select facility type: landfill, incinerator, compost facility, or an inert/rubble facility.

PERMIT ISSUED BY: From the dropdown list, select government agency that issued permit: federal, state, or foreign.

10. SOLID WASTE ANNUAL OPERATIONS SUMMARY. Provide the annual tons and annual cost for each operation: Landfilled, Incinerated, Composted, and Recycled. Provide annual revenues, if any, for all operations (except for landfilled). The software will calculate cost avoidance and percent diversion from the figures you provide.

TONS COLUMN. Include solid waste from all tenants and on-base government housing maintained and operated by a private company, i.e., public-private venture housing initiative (PPV), but do not report solid waste from off-base government leased housing unless the government funds the waste service contract.

COST AND REVENUE COLUMNS. Annual cost includes labor, operation and maintenance, and equipment costs associated with each operation. For installations that contract out refuse

management, use total contract amount broken out by operation (e.g., landfilling, incineration, recycling). Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP).

Non-hazardous sewage sludge generated at the installation sewage treatment plant is recorded under landfilled, incinerated, or composted. Cost will include tipping fees, labor, and transportation. Sludge is generally dewatered at the sewage treatment plant prior to being transported to the disposal or compost facility. Sewage sludge land applied or composted per the EPA 503 rules can be counted under composting. Composting and land application count as diversion.

LANDFILLED. Enter the total annual tons of installation solid waste disposed of in a landfill. Include total tons landfilled both on and off-base. Enter the annual cost of the landfilling operation. For installations with firm fixed price refuse contracts, enter the annual contract cost. For installations with refuse contracts that had add-on or additional services, total all costs to get the annual cost. For installations that have their own refuse operations, include government cost of collection, transportation, and disposal. Check with public works or base maintenance for the figures. Add all labor costs associated with solid waste landfilling. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). If disposal tons or cost vary by more than 10% from the previous year, please explain fluctuation in the Comments field. Note: Do not count dredge spoils as landfilled.

INCINERATED. Enter the total annual tons of installation solid waste disposed of in an incinerator on or off the installation in the Tons column. Do not count ash generated from incineration as additional solid waste disposal. If you have an on-base incinerator that generates non-hazardous ash that is disposed in a landfill, the tons of ash should not be recorded under tons landfilled because this portion of solid waste tonnage is already part of the total mass of solid waste disposed of in an incinerator.

Enter the annual incineration cost. For installations with firm fixed price incineration contracts, enter the annual contract cost. For installations that have their own incinerator operations, include government, and/or contractor collection, transportation, and disposal cost. Do not include military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP). Check with public works or base maintenance for the figures.

Generally, there are no revenues for incineration. However, for government owned incinerators, any energy recovered that is sold may be entered under Revenue.

Note: SW P2ADS does not track medical waste so do not include medical waste incineration operations.

COMPOSTED. Enter the annual tons of installation yard waste, green waste, and other composted organic materials in the Tons column. Include materials composted both on and off the installation. If your compost is going to a municipal facility it should be included under compost tons, with the cost of the contractor entered in the cost column. Include mulching and chipping tonnage if it is collected. However, mulching lawn mower grass clippings left on site is source reduction and should not be counted as composted tons. Organic materials that were disposed in the landfill should be

recorded under landfilling.

Enter the annual government or contractor composting operation costs. Annual costs include composting, chipping, and mulching operations as well as equipment, maintenance, and labor costs, excluding collection and transportation costs.

Yard, green waste, or food cannot be counted twice—it must be either composted or recycled. You may include food waste under compost if it is composted; however, do not count it again under Recycled Food waste in #12, Solid Waste Recycled. An example of recycled food waste is when you give food to the community or the pig farmer for slop.

If your landscaping contract includes composting, enter only the composting cost portion of the contract. Enter any revenues from the sale of composted, mulched, or chipped material in the Revenue column next to Composted. We will calculate cost avoidance using figures provided.

Compost facilities generally have material handling equipment, monitoring equipment, compost handling equipment and a knowledgeable operator. The three general types of composting are static pile, wind row, and in-vessel system. The static pile is very primitive and generally consists of constructing a conical pile that takes several years to mature. Windrow and in-vessel systems generate finished compost much faster.

RECYCLED. Enter annual tons recycled both on and off the installation. Include all recycled, reused, and donated materials that would otherwise be disposed of as solid waste. Note, previous SW metric guidance was to count only trash or scrap and not useable items such as furniture or vehicles. However, beginning FY05 you may count these donated items in your recycle tonnage, cost, and revenue, and categorized recycle materials. The total annual tons of solid waste recycled should equal the sum of entries in Question 12, Recycled Categories—that is, total tons recycled by both QRP and non-QRP programs. For contracted recycling programs get the tons recycled from the contractor.

Enter the annual cost for installation recycling programs. This is a total of operations, maintenance and labor cost for recycling, excluding collection and transportation. Do not include military labor or cost of equipment from PPEP. Even if the recycling program is run exclusively by the military there should be some cost associated with the program (e.g., transportation for processed recyclables, equipment maintenance, fuel).

Enter the annual revenues under the Revenue column next to Recycling. Include revenues from QRP direct sales, and QRP and non-QRP recycling sales by DRMO. For refuse contracts that include recycling pickup without revenues being returned to the installation, determine the approximate revenue value and enter it in the Revenue column. Cost avoidance will be calculated from the data supplied.

RECYCLING NOTES—installations may include the following recycled materials as part of total tons recycled in the SW P2ADS report:

- Wastewater treatment plant sludge used for land application may be counted as recycled.
- Old computers that have traditionally gone to DRMO for donation or sale may also be counted.
- Computer circuit boards that contain silver are required to be sent to DLA's Silver Recovery

Program. Silver or precious metals recovered by DRMO can be claimed as recycling. After the circuit boards are removed, the computer case and other parts could be recycled—this can be claimed on SW P2ADS as recycling.

- You may also count the old computers as diversion if they are dismantled and the parts are recycled by UNICOR. However, do not count CRT (cathode ray tube) monitors if your state requires management as universal or hazardous waste.
- Wastes diverted from landfilling or incineration by a municipal material recovery facility (MRF) that recycles your installation's waste you can use these figures. Enter refuse recycled by MRF in the "other non-food" category.
- You can also claim C&D diversion conducted by a construction contractor or MILCON project. Waste hauled off the installation may not be landfilled or incinerated—good business people will try to recycle, compost, or divert the waste to a facility that charges less than landfilling or incineration. You can take credit for their good business practices. For C&D, enter tons recycled under C&D recycled column of the Part II: Other Select Waste Form.

COMMENTS. Add any comments or related information, especially if reported quantities vary widely from what was reported last year. Explain any unusual values or any significant changes from your previous year's report. For example, starting or ending a contract, or mission and personnel realignment would result in significant changes in solid waste generation. If you entered data in a manner not in conformance with instructions contained in this guide, please explain your rationale for doing so. Also, please note if your base is on a published closure list since this may affect your numbers over time. If data changes from one year to the next, please note it in the comments. For example, if any of your data changes by 10 %, please note it. **Significant unexplained changes will result in a call from our solid waste program coordinator.**

11. WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE? Enter the dollar amount per ton charged for disposal by both a landfill and an incinerator. The tipping fees for local private or municipal landfills and incinerators are used to calculate the potential disposal cost portion of the economic benefit metric.

A. LANDFILL. Enter the cost per ton for disposal at the local municipal/private landfill. Even if you have an installation landfill, we still require the local commercial/municipal-tipping fee. Choose the landfill-tipping fee that you would use if the installation landfill were closed. For installations that have firm fixed price refuse contracts, call the local landfill for the tipping fee or ask your contractor. If you use more than one landfill, choose the tipping fee of the one that receives the most waste.

B. INCINERATOR. Enter the cost per ton for disposal at the local municipal/private incinerator. If you have an installation incinerator, you must still provide the local commercial/municipal-tipping fee. Choose the incinerator-tipping fee that you would use if the installation incinerator were closed. For installations that have firm fixed price refuse contracts, call the local incinerator operator for the tipping fee or ask your contractor. If you use more than one incinerator, choose the tipping fee of the one that receives the most waste. We are not tracking medical waste so do not report medical waste incineration tipping fees.

RECYCLE CATEGORIES Tab

P2ADS Application - [FrmSWTabMain : Form]

File Edit View Insert Format Records Tools Window Help

POLLUTION PREVENTION ANNUAL DATA SUMMARY
Part I: SW OPERATIONS 2005 N12345 NAVAL STATION SMALL TOWN
<<< Click on Tabs to access screens >>>

SW PDC INFO | Tonnage | SW Operations Summary | **Recycle Categories** | SW Success Stories

Installation UIC: N12345 Year: 2005

12. SOLID WASTE RECYCLED BY CATEGORY:

Recycle Category	Tons
GLASS	60.00
METALS	42.00
PAPER & PAPERBOARD	370.00
PLASTIC	270.00
WOOD	18.00
YARD/GREEN WASTE	100.00
OTHER (NON-FOOD)	750.00
	0.00
Total Recycled:	1,620.00

Sum of Recycled tons →

Buttons: Delete Save Done

Records: 1 of 1

12. SOLID WASTE RECYCLED BY CATEGORY: Recycled solid waste is tracked by eight categories: metals, glass, plastic, food, wood, yard trimmings or green waste, paper, and other non-food. The Total Recycled sum should equal the Recycled tons in Question 10. Total tons for each category is the sum of all recycling tons from QRP, industrial operations, NWCF organizations, and installation materials recycled on and off the installation by contractor or vendor. Table 3.6 shows common items in each category. Volume must be converted to tons. See Table 3.5 for conversion factors.

Green waste category does not include compost reported in Question 10. It does include backyard composting and mulching usually from the housing area. If your trimmings go to an on or off base compost facility, enter the tons under composting, Question 10. If the contractor does not remove the green waste, but leaves it in place on the lawn, do not report this waste or the associated costs.

Items you recycle that are hazardous waste should not be reported in the SW P2ADS except as described in Section 4.0—instructions for Part II, Other Select Waste Form.

TABLE 3.6 RECYCLING CATEGORIES			
<u>Food</u> Cooking grease Cooking oils Food contaminated paper napkins Paper products in food waste Garbage Fat and bones Discarded food	<u>Glass</u> Clear Brown Green Amber Plate	<u>Metals</u> Hi-temp alloys Steel Ferrous and non-ferrous metals Brass, copper Ferrous cans Aluminum cans Foil White goods (e.g., refrigerators, stoves, washers) Electrical wires	<u>Other NonFood</u> Textiles Rags Fabric Sandblast residue Used clothes Carpet Tires
<u>Paper and Paperboard</u> High grade paper Paperboard Computer printouts Office paper Newsprint Corrugated Cardboard HHG boxes Clean food boxes	<u>Plastic</u> PET bottles HDPE bottle Film plastic Sonobuoys Plastic bags	<u>Wood</u> Timber Pallets Keel blocks Wooden containers and packaging Plywood Wooden shakes, fencing, and siding Particleboard	<u>Yard/Green Waste</u> Backyard composting or mulching Yard trimmings Miscellaneous organic waste (e.g., land applied wastewater treatment sludge)

SW SUCCESS STORIES Tab

13. **SUCCESS STORIES.** Provide one or more success story summaries. Please use the following format to describe your success and limit your submission to 300 words or less (about one page). If in doubt as to whether you have a success story—send it in. Provide a narrative describing significant improvements in your solid waste and recycling programs. If you think it's a success story, we do too!

ORGANIZATION NAME. Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of the activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. First sentence should be the title of your success. Give a description of a success that reduced or eliminated solid waste disposal or cost. Solid waste topics are: composting, recycling, waste reduction, cost avoidance, disposal cost reduction, construction and demolition debris reduction or recycling, new technology use, refuse disposal contract innovations, solid waste management achievements, and other diversion success.

ECONOMIC BENEFITS. Describe any economic benefits derived from solid waste reduction or recycling efforts. Where applicable, include: (1) type and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) annual operational costs, savings, waste diversion, and cost avoidance. At the very least show some savings over a period of time.

The following can be used to calculate return on investment (ROI) over a ten-year period:

$$\$ROI = [(Current\ Cost - New\ Cost)(10\ year)] - [One\ Time\ Capital\ Costs]$$

where:

ROI = Return on investment over ten-year period.

Current Cost = Current annual costs to operate and maintain process before new technology or new management practice is implemented. Consider yearly cost of materials purchased, disposal/treatment costs, labor, and utilities.

New Cost = Annual operating and maintenance costs of new technology or new management practice. Consider yearly cost of materials purchased, disposal/treatment costs, labor, and utilities. If you receive money from recycling using the new technology or management practice reduce the operating costs accordingly so that it is captured in the ROI.

Include annual equipment depreciation and other cost factors if significant to produce a return on investment that is more representative of your situation.

One Time Capital Costs = Cost for new equipment plus installation costs. Include any decommissioning or changeover costs as part of installation.

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from the solid waste success. Where applicable, include: (1) type and volume of materials; (2) collection and storage methods; (3) sales agent (DRMO or local installation); (4) operating expenses, profits, and disposal costs avoided; (5) how profits are being used; (6) education and training; and (7) community or regional involvement.

OTHER BENEFITS AND COMMENTS. Give any benefits other than those listed above and any other comments regarding reducing or eliminating solid waste at your activity.

3.3 PART I: SW OPERATIONS FORM—EXAMPLE.

FY05 SW P2ADS PART I: SW OPERATIONS FORM 1 October 2004–30 September 2005

1. INSTALLATION NAME: NAVAL STATION SMALL TOWN

INSTALLATION UIC: N12345

2. SOLID WASTE CONTACT:

NAME: SALLY S. SAMPLE

CODE: 123

TELEPHONE NO. DSN: 555-5555 COM: (805)555-5555

FAX: DSN: 555-5556 COM (805)555-5556

E-MAIL ADDRESS: sally.sample@navy.mil

3. INSTALLATION POPULATION:

A. Military Residents 1500 C. Civilian Residents 15

B. Military Non-Residents 1500 D. Civilian Non-Residents 2000

4. DOES THE INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)?: A formalized plan with an issuing instruction as defined by OPNAVINST 5090.1B or MCO P5090.2A, Chapter 17. Yes X No

5. DOES THE INSTALLATION HAVE A COMPOSTING OPERATION?

Yes X No

6. DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)?
(Check one) Yes X No

Annual QRP Tons Recycled: 1,486

Total Annual QRP Cost: \$60,000

Total Annual QRP Revenues: \$93,800

7. COMMENTS: Question 4, SWMP revised 20 Apr 2003

PART I: SW OPERATIONS FORM (continued)

8. LIST TENANTS OR SHORE ACTIVITIES COVERED BY THIS REPORT: (Major tenants have populations over 100 and do not include ships and squadrons. Please attach continuation sheet if necessary.)

UIC	TENANT OR SHORE ACTIVITY NAMES
N78901	Shore Intermediate Maintenance Activity
N23456	Naval Training School
N34567	Naval Hospital

9. DOES INSTALLATION HAVE ANY ACTIVE PERMITTED DISPOSAL FACILITY?

(Check one) Yes ☒ No ☐

If yes, what type of facility? Landfill ☒ Compost ☐ Inert ☐ Incinerator ☐

Permit issued by: State Gov ☒ Federal Gov ☐ Foreign Gov ☐

10. SOLID WASTE ANNUAL OPERATIONS SUMMARY

OPERATIONS	TONS	COST (\$)	REVENUES (\$)
Landfilled	4,035	270,000	
Incinerated	2,000	100,000	0
Composted	100	20,000	100
Recycled	1,620	80,000	98,000

SW OPERATIONS COMMENTS:

New regional compost facility operational fourth quarter so only

processed 100 tons. See SW Success Story.

11. WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE: The commercial tipping fee in dollars per ton is needed to calculate the economic benefit portion of the DOD metric. Even for installations with landfills or incinerators provide the local commercial tipping fee (dollars per tons).

A. Landfill tipping fee: \$ 30

B. Incinerator tipping fee: \$ 40

PART I: SW OPERATIONS FORM (continued)

12. SOLID WASTE RECYCLED:

RECYCLED CATEGORY	TONS
FOOD	<i>10</i>
GLASS	<i>60</i>
METALS	<i>42</i>
PAPER AND PAPERBOARD	<i>370</i>
PLASTIC	<i>270</i>
WOOD	<i>18</i>
YARD/GREEN WASTE (Other than composted)	<i>100</i>
OTHER NON-FOOD	<i>750</i>
TOTAL TONS RECYCLED (Same as 10, Recycled tons above)	<i>1,620</i>

PART I: SW OPERATIONS FORM (continued)

13. SW SUCCESS STORIES:

ORGANIZATION NAME: *NAVAL STATION SMALL TOWN, CA*

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: *PAT JONES, (805) 555-5555, pat.jones@navy.mil.*

DESCRIPTION OF THE SUCCESS: *ESTABLISHED REGIONAL COMPOST FACILITY. We have a partnership with the county to establish a Regional Composting Operation to serve the county and NAVSTA Small Town, CA. The composting facility is collocated at the County Regional landfill. The facility will accept green waste, yard waste, pallets, untreated lumber, etc. Prior to this partnership we disposed of this waste at the county landfill at \$48 per ton. The composting operation charges only \$30 per ton for green waste. The station will divert at least 800 tons of organic waste per year to the composting facility for a savings of \$18 per ton or \$14,400 per year savings.*

ECONOMIC BENEFITS: *This is a savings of \$18 per ton tipping fee or \$14,400 for FY05. Over ten years, this is a projected savings of \$144,000.*

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS: *Annual diversion of 800 tons of waste from the landfill.*

OTHER BENEFITS AND COMMENTS: *We increased waste diversion by 800 tons. This process change helped us to meet the solid waste metric and produced beneficial compost for installation and county residents' use. Additionally, this change extended the life of the county landfill and improved community relations .*

Mail completed solid waste information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/SOLID WASTE MANAGER
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call NFESC at DSN 551-3550, (805) 982-3550. Marine Corps installations are required to provide a copy to CMC (LF). Navy installations must submit a copy to their major command.

4.0 PART II: OTHER SELECT WASTE FORM INSTRUCTIONS AND EXAMPLES

4.1 GENERAL. The Other Select Waste Form pertains only to construction and demolition debris (C&D) debris, lead-acid batteries, ethylene glycol based antifreeze, and waste oil.

4.1.1 WHERE DO I GET THE OTHER SELECT WASTE INFORMATION? The information necessary to fill out the Other Select Waste Form can be gathered from some of the same sources as solid waste: public works, Defense Reutilization Marketing Office (DRMO), base maintenance, and the qualified recycling program (QRP) coordinator may be able to provide useful information.

For construction and demolition debris, contact the Resident Officer in Charge of Construction (ROICC) at the installation. Construction and demolition debris may also be available from the public works or base maintenance group responsible for C&D disposal and recycling. The hazardous waste associated with C&D will probably come from the offices mentioned above as well as the installation hazardous waste handlers.

For used oils, contact the supply, fuels, and public works department for disposal and recycling information. If the installation QRP manager is responsible for the used oil sales program contact him or her for information.

For lead-acid batteries and antifreeze information, contact the hazardous waste handlers and the base hobby shop. The transportation shops may also have a separate contract for battery disposal; contact public works or base maintenance for this information.

4.1.2 REPORTABLE AND NON-REPORTABLE OTHER SELECT WASTE.

Other select waste consists of both solid waste and hazardous waste in four categories: construction and demolition debris (C&D), oils, antifreeze, and lead-acid batteries. Depending on state and local rules, these waste streams may be considered hazardous waste, special waste, or regulated waste. Report Other Select Waste whether it's hazardous or non-hazardous. For example, a building demolition project will generate both hazardous and non-hazardous C&D such as asbestos, wood, lead paint chips, and other building products. Add the hazardous and non-hazardous components together and report the total tons. If four tons of asbestos and 50 tons of wood waste were generated from a demolition project and it was taken to a landfill for disposal, it should be recorded as 54 tons under disposal. Oils, antifreeze, and lead-acid batteries waste streams are treated in the same manner. Other select wastes, if manifested as hazardous waste, must also be reported as hazardous waste in the calendar year HW P2ADS report.

4.2 COMPLETING PART II: OTHER SELECT WASTE FORM.

From the SW P2ADS **MAIN MENU**, select the **Part II: Other Select Waste Form** command button. There are three tabs (data entry screens) for completing this form. The following paragraphs describe information for each data entry field.

OSW POC INFO Tab

1. INSTALLATION. From the dropdown list, select the host installation name and UIC for which you are reporting. The installation selected will follow through for each of the tabs as you enter data.

If the installation is not in the dropdown list, type in your UIC (six character alphanumeric UIC, with prefix “N” for Navy or “M” for Marine Corps), hit ENTER, and click “yes” in the dialog box to add your installation. Enter the UIC listed in NAVCOMPT Manual Volume 2, Chapter 5. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages). Enter installation information: UIC, Installation Name, Major Command (i.e, claimant), EFD, and Navy Region, as applicable. Select “OK” when complete.

2. OTHER SELECT WASTE CONTACT. Enter the name and requested contact information of the person preparing the form—normally this is the installation solid waste manager. This person is knowledgeable on and responsible for providing information on OSW and the SW P2ADS. Please provide an alternate contact. You can list additional personnel and related information in Comments field.

3. COMMENTS. Use this field to provide additional information about Other Select Waste.

OSW OPERATIONS SUMMARY Tab

4. OTHER SELECT WASTE ANNUAL SUMMARY. The categories of Other Select Waste are construction and demolition debris (C&D), oils, antifreeze, and lead-acid batteries. Choose each category from the dropdown list and provide the corresponding annual tons, cost, and revenues (if any). The cost should include labor, equipment, and materials or contract amount associated with each waste. The software will calculate the cost avoidance and percent diversion metrics from the figures you provide. Do not include any military labor cost or the cost of pollution prevention equipment provided to the installation by the Navy Pollution Prevention Equipment Program (PPEP).

P2ADS Application - [frmOtherSelectMainTab : Form]

File Edit View Insert Format Records Tools Window Help

POLLUTION PREVENTION ANNUAL DATA SUMMARY
Part II: OTHER SELECT WASTE 2005 N12345 AVAL STATION SMALL TOW

<<< Click on Tab to access screens >>>

OSW/POC INFO OSW Operations Summary OSW Success Stories

Unit: N12345 Year: 2005 Landfill Tipping Fee: \$30.00
Incinerator Tipping Fee: \$40.00

4. OTHER SELECT WASTE ANNUAL SUMMARY

Waste Stream	Disposal Tons	Disposal Cost	Recycled Tons	Recycle Cost	Recycle Revenues
C&D	1,200,000	\$30,123.45	900,000	\$0.00	\$20,883.22
Oils	0.000	\$0.00	20,000	\$0.00	\$100.00
Antifreeze	153.235	\$92.50	25.123	\$920.50	\$500.00
Lead-Acid Batteries	0.000	\$0.00	15,000	\$50.00	\$200.00

Compute OSW Metrics C&D Cost Avoidance: \$52,883.22
% OSW Diversion: 36.5%

Delete Save Close

CONSTRUCTION & DEMOLITION DEBRIS (C&D). Both hazardous and non-hazardous C&D waste should be recorded as one entry. C&D waste information should be available from the construction project contracting officers, from the public works department, or from the Resident Office in Charge of Construction (ROICC). Enter total FY05 tons of C&D disposed of in a landfill, by incineration, and/or by hazardous waste contract. Enter total FY05 disposal cost for C&D.

Enter the recycled hazardous and non-hazardous C&D as one entry under the recycling column. If you have recycled C&D you likely disposed of some as well. Therefore, if you have recycled tons of C&D you should have entered some disposed tons of C&D.

Enter the cost associated with recycling. Recycling costs include handling, processing, transportation, and other costs associated with recycling C&D. Soils that are used at another location or reclaimed can count as recycling.

Enter Recycling Revenues. Do not use cost avoidance calculations for recycling revenues. Enter only actual revenues received from recycling.

C&D can be a large component of the waste stream and is being scrutinized by many municipalities and state governments. C&D may join other items, such as white goods and tires that are excluded from landfilling. We need to know the magnitude of Navy and Marine Corps C&D being disposed and recycled so we can determine our future recycling and disposal options and strategies. Do not report Comprehensive Environmental Response Compensation and Liability Act (CERCLA) waste is reported.

OILS (Petroleum Oils and Lubricants (POL)). Enter POL waste generated at the installation and sold as waste oil to a reclaimer or recycler. Defense Supply Center Richmond supplies re-refined oils and collects waste oil for recycling. Using their service would qualify for recycling. Do not include oily wastewater, bilge water, POL tank bottoms, sludge, CERCLA oil, or fuels (JP5, marine, gasoline, or diesel). Waste oil, which is burned for fuel recovery, is counted as disposal. The DOD SW metrics state that only oil that is re-refined can be counted as recycled. Enter tons of POL disposed of in the Disposal Tons column. **Note: Burning POL for energy recovery or fuel is reported as disposal, not recycling.** However, revenue received from energy recovery can be reported under the Recycle Revenues column even through the oils are reported as disposed. Enter recycling cost and recycling revenues associated with POL.

ANTIFREEZE. This waste stream is for ethylene glycol based antifreeze. This does not include wastewater-containing antifreeze or other types of non-glycol based antifreezes. Enter tons of ethylene glycol based antifreeze disposed. Enter the disposal cost.

Enter tons of recycled ethylene glycol based antifreeze. Enter hazardous and non-hazardous recycling cost. Installations with antifreeze recycling machines can include operational cost of recycling in this field. Enter recycling revenue, if any.

LEAD-ACID BATTERIES. This waste stream is for lead-acid batteries only. Do not count nickel-cadmium, mercury, or lithium batteries. Other waste batteries, which may be disposed or recycled, are reported in the HW P2ADS. Enter tons of lead-acid batteries disposed; the disposal cost; tons recycled; recycling cost; and recycling revenue.

COMMENTS. Use the Comments field on the *[OSW POC INFO Tab](#)* to clarify information about your Other Select Waste Annual Summary as necessary. Please explain significant increases and decreases in disposed or recycled tons and respective costs as compared to prior years.

OSW SUCCESS STORIES Tab

4. SUCCESS STORIES. Provide one or more success story summaries. Please use the following format to describe your success. Limit your submission to 300 words or less--about one page.

ORGANIZATION NAME. Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of the activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. The first sentence should be the title of the success story. Give a description of a success story relating to construction and demolition, oil, antifreeze, or lead-acid battery reductions, recycling, or other diversion successes.

ECONOMIC BENEFITS. Give a description of any economic benefits derived from Other Select Waste reduction, recycling efforts, etc. Where applicable, include: (1) type and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) operational costs, savings, waste diversion, and cost avoidance.

The following can be used to calculate return on investment (ROI) over a ten year period.

$$\$ROI = [(Current - New)(10 \text{ year})] - [One Time Capital Costs]$$

ROI = Return on investment over 10 year period.

Current = Current annual operating costs. Defined as cost to operate and maintain process before the new technology or new management practice was implemented. Consider materials purchased, disposal/treatment costs, labor, utilities, etc.

New = Annual operating and maintenance costs of new technology or new management practice. Consider materials purchased, disposal/treatment costs, labor, and utilities. If you received money from recycling using the new technology or management practice please add this to the ROI.

One Time Capital Costs = Cost for new equipment plus installation costs. Include any decommissioning or changeover costs as part of installation.

Include equipment depreciation and other cost factors if significant to produce a return on investment that's more representative of your situation.

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from the Other Select Waste success. Where applicable, include: (1) type and volume of materials; (2) collection and storage methods; (3) sales agent--DRMO or local installation; (4) operating expenses, profits, and disposal costs avoided; (5) how profits are being used; (6) education and training; and (7) community or regional involvement.

OTHER BENEFITS AND COMMENTS. Give any benefits other than those listed above and any other comments regarding the success of reducing or eliminating solid waste at your activity.

NOTE: When in doubt as to whether you have a success story or not, just send us a narrative describing significant improvements to your waste management program. If you think it's a success story, we do too!

4.3. PART II: OTHER SELECT WASTE FORM—EXAMPLE.

FY05 SW P2ADS PART II: OTHER SELECT WASTE FORM

1 October 2004–30 September 2005

1. INSTALLATION NAME: NAVAL STATION SMALL TOWN

INSTALLATION UIC:

NI2345

2. OTHER SELECT WASTE CONTACT: Sally Sample

CODE: 424

TELEPHONE NO: DSN: 555-5555 COM: 805-555-5555

FAX: DSN: 555-5556 COM 805-555-5556

E-Mail Address: sally.sample@navy.mil

3. COMMENTS: Alternate POC for OSW is Joe Jones 805-555-5552, DSN 555-5552

We bought an antifreeze recycling system and we are using the Defense Supply Agency's refined oil program.

4. OTHER SELECT WASTE ANNUAL SUMMARY

A	B	C	D	E	F
Waste Stream	Disposal (Tons)	Disposal Cost (\$)	Recycled (Tons)	Recycle Revenues (\$)	Recycle Cost (\$)
C&D	1,200	30,000	800	0	20,000
Oils	0	0	20	500	100
Antifreeze	50	10	2	0	500
Lead-Acid Batteries	0	0	15	50	200

COMMENTS: Use a separate page for additional comments.

FY05 SW P2ADS PART II: OTHER SELECT WASTE FORM (continued)

5. OSW SUCCESS STORIES.

ORGANIZATION NAME: NAVSTA SMALL TOWN, CA

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: PAT JONES, (805) 982-2642, pat.jones@navy.mil.

DESCRIPTION OF THE SUCCESS: IMPLEMENTATION OF NAVFAC GUIDE SPEC 1572. *We required our contractor to use NAVFAC Guide Spec 1572, Construction Waste Management, for Building 423 demolition project. The contractor developed a construction waste management plan to divert solid waste from the landfill.*

ECONOMIC BENEFITS: *The demolition project generated 2,000 tons of construction demolition debris. We diverted 800 tons by reuse, recycling, and composting. The contractor's disposal saving was about \$8,000.*

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS: *Diversion of 800 tons of waste from the landfill. This helped increase our diversion rate by 5 %.*

OTHER BENEFITS AND COMMENTS: *Our ROICC has seen the benefit of including NAVFAC Guide Spec 1572 and will require it for all future construction projects. The cost will be applied in the government estimate to help lower the overall cost of future projects.*

Mail completed solid waste information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/ SOLID WASTE MANAGER
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call NFESC at DSN 551-3550, (805) 982-3550. Marine Corps installations are required to submit a copy to CMC (LF). Navy installations must submit a copy to their major command.

5.0 PART III: GREEN PROCUREMENT PROGRAM FORM INSTRUCTIONS AND EXAMPLES

5.1 GENERAL. Green procurement is the purchase of environmentally preferable products and services in accordance with one or more of the established federal “green” procurement preference programs. The DOD Green Procurement Program (GPP) is intended to increase purchases of products made with recycled materials. The GPP applies to all acquisitions from major systems programs to individual unit supply and service requisitions.

The SW P2ADS Part III: Green Procurement Program (GPP) Form collects specific purchasing and recycling program information to address the Department of the Navy’s RCRA 6002 reporting requirement. Section 6002 of the Resource Conservation and Recovery Act (RCRA 6002) and Executive Order (EO) 13101, “Greening the Government through Waste Prevention, Recycling, and Federal Acquisition,” require federal agencies to implement, review, and report annually on the effectiveness of Affirmative Procurement (AP) Programs.

5.1.1 WHERE DO I GET THE GREEN PROCUREMENT PROGRAM INFORMATION?

The information necessary to fill out the GP Program form can be gathered from a number of sources. Some of the same sources used to collect solid waste may be used: Public works, DRMO, base maintenance, the qualified recycling program (QRP) coordinator, supply department, training group, family housing, and environmental department. For construction and demolition debris, you need to contact the Resident Officer in Charge of Construction (ROICC) or perhaps the Officer in Charge of Construction (OICC) at the installation. Also, contact public works or the base maintenance group that is in charge of construction for C&D disposal and recycling information. GP Program training information may come from the human resources department. The supply department has the acquisition personnel information and purchase card information.

5.1.2 WHERE TO GET HELP. For help, contact one of our P2ADS experts listed below:

ESC424/Solid Waste Manager	DSN 551-3550	(805) 982-3550
ESC424/Solid Waste Manager	DSN 551-4807	(805) 982-4807

5.2 COMPLETING PART III: GREEN PROCUREMENT PROGRAM FORM.

From the SW P2ADS **MAIN MENU**, select **Part III: Green Procurement Program Form** command button. There are two Tabs for completing this form. The **GPP INFO Tab** consists of four pages; use the continue button at the bottom of each page to navigate this Tab. If you need additional space to explain an entry, please use item #20 Comments field on page 4 or the **GPP INFO Tab**.

GPP INFO Tab

There are four pages with 20 questions in this Tab. Each question is listed below with details of the information needed to complete this Tab. An example form is provided in Section 5.3.

Page Continue

POLLUTION PREVENTION ANNUAL DATA SUMMARY
Part III: GREEN PROCUREMENT PROGRAM 2005 N12345 NAVAL STATION SMALL TOWN
(Click on Tabs to access screens)

GPP POC INFO | GPP Success Stories

1. Installation: 2. Naval Station Small Town Year:

GREEN PROCUREMENT PROGRAM POINT OF CONTACT:

3. POC Name:
4. POC Code:

5. Telephone No. DWH: Commercial:
FAX DWH: FAX Commercial:
Email:

6. Did the Installation update, improve, or institute any of the following: SWMP, P2 Plan, waste minimization plan or reduction project, recycling project, or project to reduce waste (Yes or No)? If Yes, please explain:

7. Does the installation have a recycling program for office/administrative spaces (Yes or No)?
8. Does the installation have a recycling program for installation residents (Yes or No)?
9. Number of construction and demolition projects started: Number of construction and demolition projects with recycling:

10. Does the Installation have a GPP Plan or Instruction (Yes or No)?
A. If yes to Question 10, does your facility announce and publicize the GPP Plan or instruction to potential and active vendors providing services or materials to the facility (Yes or No)?
B. If yes to 10A, how does your facility announce and publicize the program to vendors?
C. If yes to Question 10, how does your facility promote the GPP to the facility and shop level personnel?
D. If yes to Question 10, which entity or office in your facility is responsible for implementing the program?
☒ Supply ☐ Contracts ☒ Logistics ☒ Facilities ☐ Other audit (Please specify as many as appropriate)
☐ Procurement ☐ Purchase Card Management ☒ MMR/MOCS ☒ Environmental

1 & 2. **INSTALLATION UIC AND NAME.** From the dropdown list, select the host installation name and UIC for which you are reporting. The installation selected will follow through for each of the tabs as you enter information. If the installation is not in the dropdown list, type in your UIC (six character alphanumeric UIC, with prefix “N” for Navy or “M” for Marine Corps), hit ENTER, and click “yes” in the dialog box to add your installation. Enter the UIC listed in NAVCOMPT Manual Volume 2, Chapter 5. This is also known as a Department of Defense Activity Address Code (DODAAC) and is available from your financial manager or resource manager. Enter the installation name as listed in the Plain Language Address Directory (as used on naval messages). Enter installation information: UIC, Installation Name, Major Command (i.e. claimant), EFD, and Navy Region, as applicable. Select “OK” when complete.

3. **GREEN PROCUREMENT CONTACT.** Enter the name of the person preparing the report-- normally this is the person designated as the installation solid waste manager. This person is responsible for providing information for the SW P2ADS. Please provide an alternate contact. You can list additional personnel and related information in #20 Comments field.

4. CODE. Enter the department and/or mail code, if any, for the person preparing the report.
5. TELEPHONE NUMBER, FAX, and E-MAIL. Provide your commercial and DSN phone numbers, and commercial and DSN numbers for your facsimile machine. Also, please provide your e-mail address.
6. DID THE INSTALLATION UPDATE, IMPROVE, OR INSTITUTE ANY OF THE FOLLOWING FOR THE REPORTING PERIOD: SWMP, P2 PLAN, WASTE MINIMIZATION PLAN, WASTE REDUCTION PROJECT, RECYCLING PROJECT, OR PROJECT(S) THAT REDUCED WASTE? Enter “yes” if the installation updated, improved, or instituted any of the items listed. If you established a new or improved recycling or composting program, enter “yes.”

If you checked yes, give a short description of what you did in the comments or attach a success story.

7. DOES YOUR INSTALLATION HAVE A RECYCLING PROGRAM FOR OFFICE/ADMINISTRATIVE SPACES? Typical office recycling programs collect paper, bottles, cans, and cardboard. This information should be available from the solid waste manager or the QRP manager. Enter “yes” if you have a recycling program for installation offices or administrative spaces. If you have a recycling program at some offices but not all, enter “yes” if the program covers more than half of the office spaces, else enter “no.”

8. DOES THE INSTALLATION HAVE A RECYCLING PROGRAM FOR INSTALLATION RESIDENCES (e.g., FAMILY HOUSING, QUARTERS, AND BARRACKS, BOQ, BEQ)? Enter “yes” if the installation has a recycling program for family housing, barracks, and quarters. Enter “no” if the installation does not have a residential recycling program. If you have recycling at some quarters but not all, enter “yes” if the recycling program covers more than half of the quarters and “no” if less than half. Typical recycling program for residences are curbside collection and community drop off locations. For barracks the collection containers are located on each floor. This information should be available from the solid waste manager, the QRP manager, or family housing office.

9. HOW MANY CONSTRUCTION AND DEMOLITION (C&D) PROJECTS WERE STARTED AT THE INSTALLATION DURING THE REPORTING PERIOD? Enter the total number of construction projects started during the fiscal year. Of the C&D projects, indicate how many recycled C&D. If any C&D was recycled from the project then it counts for recycling. You can get this information from the ROICC, maintenance, and public works.

10. DOES THE INSTALLATION HAVE A GREEN PROCUREMENT (GP) PROGRAM PLAN OR INSTRUCTION? Enter “yes” if you have an installation APP or GPP Plan or instruction. Instructions and plans should include all installation tenants. You can also enter “yes” if the GP program is included in your solid waste management plan, pollution prevention plan or other environmental plan or instruction. Guidance for establishing a GP program is found in NAVSUP P-728 *Affirmative Procurement Guide*, STOCK NO. 0530-LP-101-2482.

A. If “yes” to Question 10, does your facility announce and publicize the GP Program Plan or instruction to potential and active vendors providing services or materials to the facility? Enter “yes” or “no.”

B. If “yes” to Question 10A, how does your facility publicize the program to vendors? Specify method of announcement or publicizing. This can include information in the statement of work or any other announcement or notification to vendors.

C. If “yes” to Question 10, how does your facility promote the GP Program to facility and shop level personnel? Specify method. Facility and shop personnel can be informed by means of annual training; bulletin boards, etc.

D. If yes to Question 10, which entity or office in your facility is responsible for implementing the program? Check all that apply.

Continue to Page 2, GPP INFO Tab

11. INSTALLATION ACQUISITION PERSONNEL (EXCLUDING PURCHASE CARDHOLDERS).

A. What is the Total Number of Acquisition Personnel? Enter the total number of installation acquisition personnel who fall within the following General Schedule (GS) Occupational Series: Contracting (GS-1102), Purchasing (GS-1105), and Procurement Clerical and Technician (GS-1106). Purchase cardholders will be quantified in Question 12.

B. How Many Acquisition Personnel Have Received Documented GP Program Training within the Last Three Years? Enter the number of the acquisition personnel listed in 11A above who have had Green Procurement Program training within the last three years. The training can be formal classroom training; computer based training; or on the job training, but it must be documented in the employee’s training record.

C. Where are the Acquisition Personnel Trained? Specify where the acquisition personnel were trained. Check all that apply.

12. INSTALLATION PURCHASE CARDHOLDERS (purchases less than \$2,500). Provide information about installation and tenant personnel who are authorized to use purchase cards. Purchase cardholders are those who can make purchases using the government-issued credit card that has a limit of \$2,500 per purchase. This does not include the government travel card.

A. What is the Total Number of Purchase Cardholders? Enter the total number of installation and tenant purchase cardholders. Note: the government’s credit card company, Citibank, has the number of employees at each installation who have been issued purchase cards. You may call them directly to obtain that number for your activity.

B. How many of the Purchase Cardholders Have Received Documented GP Program Training Within Past Three Years? Enter the number of purchase cardholders that have received GP program training within the last three years. Training must be documented in training records.

C. Where are Purchase Cardholders Trained? Specify where the purchase cardholders were trained. Check all that apply.

D. Where are the Purchase Cardholders Training Records Kept? Check all places where training records for purchase cardholders are kept at the installation.

Continue to Page 3, GPP INFO Tab

13. HAS THE INSTALLATION HAD A CONTRACTING (E.G., PROCUREMENT PERFORMANCE MANAGEMENT ASSESSMENT PROGRAM (PPMAP) AUDIT) OR ENVIRONMENTAL COMPLIANCE EVALUATION/AUDIT/INSPECTION CONDUCTED TO EVALUATE THE GP PROGRAM DURING THIS REPORTING PERIOD? If the GP Program was not inspected or audited, enter “no.” If you enter “no” then skip to Question 16. If you enter “yes,” indicate who conducted the audits and/or inspections. For example, HQMC-sponsored baseline Environmental Compliance Evaluations (ECEs) at Marine Corps installations address affirmative procurement/green procurement, therefore, Marine Corps installations that have had ECEs would enter “yes”.

14. ARE AUDIT OR INSPECTION FINDINGS REPORTED UP THE CHAIN OF COMMAND TO THE INSTALLATION’S SENIOR LEVELS AND/OR THE MAJOR COMMAND/CMC? Enter “yes” if findings of GP Program audit/inspection reports are reported to senior installation officials or Navy major commands or to Marine Corps. Enter “no” if senior officials are not notified. If “yes” check all that have been notified of GP Program audit/inspection results.

15. ARE CORRECTIVE ACTIONS FROM THESE AUDITS TRACKED BY THE INSTALLATION’S SENIOR LEVELS AND/OR TO THE MAJOR COMMAND/CMC? Enter “yes” if installation senior officials, major commands, or Marine Corps track GP Program audit/inspection findings. The purpose of the tracking is to make sure the discrepancies are corrected. If “yes” check all offices that track the findings. It may be one or more.

16. DOES THE INSTALLATION ACCESS THE GP PROGRAM’S EFFECTIVENESS BY ANALYZING AUDIT RESULTS, TRAINING TRENDS, AND FEDERAL PROCUREMENT DATA SYSTEM (FPDS) DATA? Enter “yes” if the installation tracks audit findings and determines the effectiveness of the GP program. For example, does the data collected at the installation show that the installation is improving its GP Program; have acquisition and credit card training numbers increased; etc.

Continue to Page 4, GPP INFO Tab

17. BIO BASED PRODUCTS:

A. In FY2005, did your installation purchase or test any bio-based products, OTHER than bio-based fuels? Enter “yes” or “no.”

B. If “yes” to Question 17A, please provide details and the source(s) of the products.

C. Has your installation's affirmative (green) procurement plan or instruction been amended to implement the procurement of bio-based products? Enter "yes" or "no."

D. Has your installation begun training for bio-based product procurement? Enter "yes" or "no."

18. IN FY2005, DID YOUR INSTALLATION PARTICIPATE IN A PILOT PROJECT TO PURCHASE ENVIRONMENTALLY PREFERABLE PRODUCTS OR SERVICES? Enter yes or no. If yes, describe pilot project. What items/services were procured?

19. IS YOUR INSTALLATION USING GREEN CLEANING PRODUCTS OR SERVICES? Enter "yes" or "no."

[*Return to Page 1, GPP INFO Tab*](#)

[*GPP Success Stories Tab*](#)

20. SUCCESS STORIES. Provide one or more success story summaries. Use the following format to describe your success. Please limit your submission to 300 words or less--about one page.

ORGANIZATION NAME. Give the name of the activity.

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS. Give the name, telephone number, and e-mail address of the activity contact. This should be the person who can answer questions regarding the success story.

DESCRIPTION OF THE SUCCESS. The first sentence should be the title of the success story. Give a description of a success story relating to the GP Program.

ECONOMIC BENEFITS. Give a description of any economic benefits derived from GP Program, if any. Where applicable, include: (1) type and volume of materials; (2) technologies or management practices used; (3) effect on mission; and (4) operational costs, savings, and cost avoidance.

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS. Give a description of pollution prevention or environmental benefits derived from the Green Procurement success. Where applicable, include: (1) type and volume of materials; (2) operating expenses, profits, and costs; (3) how profits are used; (4) education and training; and (5) community or regional involvement.

OTHER BENEFITS AND COMMENTS. Give any benefits other than those listed above and any other comments regarding the success of your GP Program.

21. COMMENTS. Provide any pertinent comments here or use a separate page.

NOTE: When in doubt as to whether you have a success story or not, just send us a narrative describing significant improvements to your green procurement program. If you think it's a success story, we do too!

5.3. PART III: GREEN PROCUREMENT PROGRAM FORM—EXAMPLE

FY05 SW P2ADS PART III: GREEN PROCUREMENT PROGRAM FORM

1 October 2004–30 September 2005

1. **INSTALLATION UIC:** N12345
2. **INSTALLATION NAME:** Naval Station Small Town
3. **GREEN PROCUREMENT CONTACT:** Sally S. Sample
4. **CODE:** 123
5. **TELEPHONE NO: DSN:** 555-5555 **COM:** (805) 555-5555
- FAX: DSN:** 555-5556 **COM:** (805) 555-5556
- E-MAIL ADDRESS:** sally.sample@navy.mil

6. DID THE INSTALLATION UPDATE, IMPROVE, OR INSTITUTE ANY OF THE FOLLOWING FOR THE REPORTING PERIOD: SWMP, P2 PLAN, WASTE MINIMIZATION PLAN, WASTE REDUCTION PROJECT, RECYCLING PROJECT, OR PROJECT THAT REDUCED WASTE?

(Check one) Yes X No

If yes, please explain or attach a success story. See success story

7. DOES YOUR INSTALLATION HAVE A RECYCLING PROGRAM FOR OFFICE/ADMINISTRATIVE SPACES?

(Check one) Yes X No

8. DOES THE INSTALLATION HAVE A RECYCLING PROGRAM FOR INSTALLATION RESIDENCES (E.G., FAMILY HOUSING, QUARTERS, AND BARRACKS, BOQ, BEQ)?

(Check one) Yes X No

9. HOW MANY CONSTRUCTION AND DEMOLITION (C&D) PROJECTS WERE STARTED AT THE INSTALLATION DURING THE REPORTING PERIOD?

 12

How many of these projects included recycling of some of the C&D debris? 8

10. DOES THE INSTALLATION HAVE A GREEN PROCUREMENT (GP) PROGRAM PLAN OR INSTRUCTION?

<u> X </u> Supply	<u> </u> Facilities
<u> </u> Procurement	<u> X </u> Environmental
<u> </u> Contracts	<u> </u> Other audit (Please specify as many as appropriate)
<u> </u> PurchaseCard Management	
<u> </u> Logistics	
<u> X </u> MWR/MCCS	

X Installation (Please specify organization) Contractor provided training
 ___ Navy schools
 ___ Other schools (Please specify) _____

FY05 SW P2ADS PART III: GREEN PROCUREMENT PROGRAM FORM (continued)

12. INSTALLATION PURCHASE CARDHOLDERS (purchases less than \$2,500)

- A. What is the total number of purchase cardholders? 512
- B. How many of the purchase cardholders have received documented GP Program training within the last three years? 2
- C. Where are purchase cardholders trained? (Check all that are applicable)
- Installation (Please specify organization) _____
- Navy schools
- Other schools (Please specify) _____
- D. Where are the purchase card program training records kept?
- X Training records not kept Training office
- Official personnel file Other location (Please Specify) _____

13. HAS THE INSTALLATION HAD A CONTRACTING OR ENVIRONMENTAL COMPLIANCE AUDIT/INSPECTION CONDUCTED TO EVALUATE THE GP PROGRAM DURING THIS REPORTING PERIOD? If no, skip to Question 16.

(Check one) Yes X No

If yes, who did the audit? Check all that applicable)

<u> </u> Internal/self	<u> </u> Major command/CMC	<u> </u> Other audit (Specify)
<u> </u> State	<u> </u> EQA/EMS	_____
	<u> </u> EPA audit	

14. ARE AUDIT OR INSPECTION FINDINGS REPORTED UP THE CHAIN OF COMMAND TO THE INSTALLATIONS SENIOR LEVELS AND/OR THE MAJOR COMMAND/HQMC?

(Check one) Yes X No

If yes, please indicate to whom the findings are reported. (Check all that are applicable)

<u> </u> Major		Officer
<u> </u> command/CMC	<u> </u> Contracts	<u> </u> Base Engineering Officer
<u> X </u> CO/CG/COM	<u> </u> Facilities	<u> X </u> Supply Officer
<u> X </u> XO/Chief of Staff	<u> </u> MWR/MCCS/	<u> </u> Other (Specify)
<u> </u> Administrative	Exchange	_____
<u> </u> Services	<u> X </u> PWO/SCE	
<u> X </u> Procurement	<u> </u> Base Maintenance	

FY05 SW P2ADS PART III: GREEN PROCUREMENT PROGRAM FORM (continued)

15. ARE CORRECTIVE ACTIONS FROM THESE AUDITS TRACKED BY THE INSTALLATION'S SENIOR LEVELS AND/OR TO THE MAJOR COMMAND/CMC?

(Check one) Yes ☒ No ☐

If yes, please indicate to whom the findings are reported. (Check all that are applicable)

<input type="checkbox"/> Major command/CMC	<input checked="" type="checkbox"/> Procurement	<input type="checkbox"/> Base Maintenance Officer
<input checked="" type="checkbox"/> CO/CG/COM	<input type="checkbox"/> Contracts	<input type="checkbox"/> Base Engineering Officer
<input checked="" type="checkbox"/> XO/Chief of Staff	<input type="checkbox"/> Facilities	<input type="checkbox"/> Supply Officer
<input type="checkbox"/> Administrative Services	<input type="checkbox"/> MWR/MCCS/Exchange	<input checked="" type="checkbox"/> Other (Specify)
	<input checked="" type="checkbox"/> PWO/SCE	

16. DOES THE INSTALLATION ASSESS THE GP PROGRAM'S EFFECTIVENESS BY ANALYZING AUDIT RESULTS, TRAINING TRENDS, AND FEDERAL PROCUREMENT DATA SYSTEM (FPDS) DATA?

(Check one) Yes ☒ No ☐

17. BIO-BASED PRODUCTS:

A. In FY2005, did your installation purchase or test any bio-based products, other than bio-based fuels?

(Check one) Yes ☒ No ☐

B. If yes to Question 17A, please provide details and the source(s) of the products.

☐ GSA Schedule
☐ DLA
☒ Commercial source
☐ Support Services contractor
☐ Other, please specify _____

C. Has your installation's affirmative (green) procurement plan or instruction been amended to implement the procurement of bio-based products?

(Check one) Yes ☒ No ☐

D. Has your installation begun training for bio-based product procurement?

(Check one) Yes ☒ No ☐

18. IN FY05, DID YOUR INSTALLATION PARTICIPATE IN A PILOT PROJECT TO PURCHASE ENVIRONMENTALLY PREFERABLE PRODUCTS OR SERVICES?

(Check one) Yes ☐ No ☒ If yes, please explain. _____

FY05 SW P2ADS PART III: GREEN PROCUREMENT PROGRAM FORM (continued)

19. IS YOUR INSTALLATION USING GREEN CLEANING PRODUCTS OR SERVICES?

(Check one) Yes X No

20. COMMENTS. Provide any pertinent comments here or use a separate page.

FY05 SW P2ADS PART III: GREEN PROCUREMENT PROGRAM FORM (continued)

21. GPP SUCCESS STORIES:

ORGANIZATION NAME: *Naval Station Small Town, CA*

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS: *Pat Jones, (805) 555-5555, pat.jones@navy.mil*

DESCRIPTION OF THE SUCCESS: *We purchased recycled plastic lumber picnic benches to be placed conveniently around the installation. We decided against the southern yellow pine benches to conform to green procurement requirements.*

ECONOMIC BENEFITS: *The capital and installation cost for the plastic lumber benches was \$266. The manufacturer guaranteed the plastic bench for 20 years. The capital and installation cost for the southern pine bench would have been \$300 (i.e., initial cost and three replacements in 20 years, 4 x \$75/purchase).*

There is no treatment or maintenance cost for the plastic lumber benches (i.e., no operational cost). Whereas each pine bench would require waterproofing, sealing, staining and painting once during its five year life (i.e., 4 times in 20 years @\$15 each equals \$60). In addition, during the 20 years, the treated benches will require disposal as hazardous waste (i.e., 4 times \$7.50 each). The total operational cost is \$90.

For the plastic benches, the capital savings is \$34 and the operational savings is \$90.

ENVIRONMENTAL BENEFITS: *The plastic lumber uses recycled materials; it does not contain toxins (e.g. copper, chromium, arsenic), and does not require treatment or maintenance.*

OTHER BENEFITS AND COMMENTS: *The plastic lumber does not splinter, crack, rot, or warp. In addition, most graffiti is easily washed off of the plastic lumber.*

Attach the Green Procurement form to the Solid Waste and Other Select Waste forms before submitting to ESC. Mail completed information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call NFESC at DSN 551-3550, (805) 982-3550. Marine Corps installations are required to submit a copy to CMC (LF). Navy installations must submit a copy to their major command.

APPENDIX A—ACRONYMS

AP	Affirmative Procurement
CERCLA	Comprehensive Environmental Response Compensation & Liability Act
BRAC	Base Realignment and Closure
CFR	Code of Federal Regulations
C&D	Construction and demolition debris
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
CY	Cubic yard and calendar year
DRMO	Defense Reutilization and Marketing Office
EFD	Engineering Field Division
EPA	Environmental Protection Agency
GOCO	Governmental Owned Contractor Operated
GPP	Green Procurement Program
IR	Installation Restoration Program
HDPE	High density polyethylene
ISWMCA	Integrated solid waste management cost avoidance
MCO	Marine Corps Order
MOM	Measures of Merit
MRF	Material recovery facility
MSW	Municipal solid waste
MWR	Morale, Welfare, and Recreation
NWCF	Navy Working Capital Fund
OPNAVINST	Chief of Naval Operations Instruction
OSW	Other Select Waste
PET	Polyethylene terephthalate (beverage bottles)
PPV	Public-private venture housing initiative
PPEP	Pollution Prevention Equipment Program
PWD	Public works department
QRP	Qualified recycling program
RCRA	Resource Conservation and Recovery Act
ROICC	Resident Officer in Charge of Construction
SWMP	Solid Waste Management Plan
SWDA	Solid Waste Disposal Act
UIC	Unit Identification Code
URL	Uniform Resource Locator

APPENDIX B—GLOSSARY

Acquisition personnel. For the purpose of this guide, acquisition personnel are those individuals at the installation who purchase, specify, require, order, and support the acquiring of materials and services and who fall within the following General Schedule (GS) Occupational Series: Contracting (GS-1102), Purchasing (GS-1105), and Procurement Clerical and Technician (GS-1106).

Activity. An independent Navy or Marine Corps command performing a specific mission. Each activity has a unique Unit Identification Code (UIC). See shore activity.

Actual cost (AC). $AC = \text{Disposal Cost} + \text{Diversion Cost} - \text{Diversion Revenue}$

Administrative cost. Cost for direct labor; public education; and training.

Composting. The controlled biological decomposition of organic solid waste under aerobic conditions (in the presence of oxygen). The transformation of organic waste materials into soil amendments, such as humus or mulch.

Construction and demolition (C&D) debris. Waste derived from construction, remodeling, raising a building or structure. C&D can be disposed in a landfill or by incineration and can be recycled or diverted from disposal. C&D examples are wood, concrete, asphalt, blocks, drywall, windows, and doors.

Disposal cost. Total cost associated with the collection, transportation, and disposal of solid waste at a landfill, incinerator, or other disposal facility, and the collection and transportation of materials to be diverted. The cost includes labor, maintenance and operational expenses.

Diversion. For the DOD metric goal, diversion is the waste recycled, composted, or diverted from landfill or incineration. The waste diverted includes C&D, refuse, green waste, Other Select Waste (i.e., oils, anti-freeze, lead acid batteries), and recycled materials.

Diversion Cost. The cost to divert materials from disposal facilities. Diversion cost is solely attributable to the processing and marketing of material destined for diversion and excludes collection and transportation costs to manage materials destined for diversion. Diversion cost includes labor, maintenance, and other operational expenses for diversion.

Diversion Revenues/Proceeds. The income/earnings received from the sale of diverted material by recycling or composting.

Glassphalt. An asphalt product that uses crushed glass as a partial substitute for aggregate for the mix.

Green Procurement Program (GPP). A preference program for purchasing EPA-designated items that contain recycled material. The program involves everyone who is involved in procurement. Navy and Marine Corps installations will have an installation green procurement

instruction and plan for implementing the GP Program as required by RCRA 6002. For a list of designated items, see <http://www.epa.gov/cpg/index.htm>.

Incineration. Burning of fuel under controlled conditions, ideally converting organics to carbon dioxide and water.

Installation or host. As used in this guide the installation is the host command for several Navy or Marine Corps activities, units, or squadrons. An installation may have several tenants. A fence normally surrounds the installation. Installations usually provide services to their tenants such as utilities, security, and trash collection. For example, Naval Base Ventura County is an installation with tenants such as the Naval Facilities Engineering Service Center and Civil Engineer Corps Officer School.

Integrated solid waste management. A practice of disposing of solid waste that uses several complimentary components, such as source reduction, recycling, composting, waste-to-energy, and landfill.

Integrated Solid Waste Management Cost Avoidance Programs (ISWMCA) Economic

Benefits. The cost avoided by diverting materials rather than disposing of them. Economic benefit equals potential disposal cost minus actual disposal cost. The P2ADS software assumes that collection and transportation costs for the diverted material are about the same whether or not you divert; therefore, the economic benefit equals (diverted quantity x disposal tipping fee)--diversion cost + diversion proceeds. A positive economic benefit means that the cost to dispose of the diverted material is greater than the cost to divert the material. To meet the MOM goal, the ISWMCA must be a positive number.

Landfill. A discrete area of land or an excavation, on or off an installation, that receives household waste and that is not a land application unit, surface impoundment, injection well, or waste pile. A solid waste landfill also may receive other types of waste, such as commercial solid waste or industrial waste. Active landfills are permitted under RCRA Subpart D.

Leachate. Liquid that has percolated through solid waste or another medium and has extracted, dissolved, or suspended materials from it, which may include potentially harmful materials. Leachate collection and treatment is of primary concern at landfills.

Mass burn. Incineration without prior sorting or processing of municipal solid waste in a one-chamber combustion system under conditions of excess or starved air built on site.

Measures of Merit (MOM). A pollution prevention reduction goal established by the Department of Defense for solid waste, as well as for other media, in DOD Instruction 4715.4. The solid waste MOM calls for a 40% diversion from landfilling by 2005. There is an economic subpart to the goal that requires recycling to be conducted in an economic manner. See the equation in the appendix of this guide.

MCO P5090.2A. Marine Corps Order "Environmental Compliance and Protection Manual" 10 July 1998.

Municipal solid waste (MSW). Includes non-hazardous waste generated in households, commercial establishments, institutions, and light industrial waste sites. It excludes industrial process wastes, agricultural wastes, mining wastes and sewage sludge.

Non-hazardous solid waste. Refuse, garbage, scrap sludge, and discarded waste that is routinely landfilled or incinerated. The waste is generally non-hazardous but may contain household hazardous waste, both hazardous and non-hazardous construction and demolition waste, lead acid batteries, ethylene glycol based antifreeze, and other motor oil.

OPNAVINST 5090.1B. Chief of Naval Operation instruction for the Navy's environmental program entitled "Environmental and Natural Resources Program Manual."

Other Select Waste (OSW). Waste oils, ethylene glycol based antifreeze, lead-acid batteries, and construction and demolition debris are considered Other Select Waste for the purposes of SW P2ADS. If the Other Select Waste are hazardous they must also be reported in the calendar year HW P2ADS.

Pollution Prevention Equipment Program (PPEP). A centrally funded and managed program to purchase pollution prevention equipment for eligible Navy activities. Solid waste equipment, such as bailers, shredders, composting equipment, waste containers, and Other Select Waste equipment can be obtained through this program.

Potential cost (PC). The estimated cost to dispose of all wastes/materials in the absence of diversion. $PC = \text{disposal cost} + \text{diverted material disposal cost}$. As defined for the DOD SW metric and SW P2ADS, the disposal cost includes the costs to collect and transport the wastes for disposal and the cost to collect and transport the diverted materials for diversion. The diverted material potential disposal cost equals the diverted quantity times the disposal tipping fee. The diverted quantity equals tons recycled + tons composted + C&D recycled.

Purchase cardholder. Person that is issued a government credit card and is authorized to purchase an item or service up to \$2,500. This is not a government travel card.

Refuse is discarded material with no worth or use. Also known as municipal solid waste (MSW), trash and garbage.

Recycling refers to a series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream. These materials may be used as raw materials in new product manufacture; sold or distributed in commerce; or they may be reused as substitutes for goods made of virgin materials (other than fuel for producing heat or power by combustion). Additionally, they may be part of resource recovery in which a waste product is collected and treated for use as a raw material in the manufacture of the same or another product (e.g., ground glass used in the manufacture of new glass).

Resource recovery is a term describing the extraction and use of materials that are used as raw materials in the manufacture of new products, or the conversion into some form of fuel or energy source.

An integrated resource recovery program may include recycling, waste-to-energy, composting, and other components.

Reuse. Return of a material or product to the economy for use without any change in its identity by finding different purposes for the materials. For example, a toner cartridge is re-used when it is returned to the manufacturer for refilling. Special processing is not required.

Sanitary landfill. Land waste disposal site that is located to minimize water pollution from runoff and leaching. Waste is spread in thin layers, compacted, and covered with a fresh layer of soil each day to minimize pest, aesthetic, disease, air pollution, and water pollution problems.

Shore activity. A Navy or Marine Corps activity located ashore, as opposed to afloat or deployed units. All those activities listed in Enclosure (3) of OPNAVNOTE 5400 Ser DNS MC2/3U503314 of 18 June 2003, also known as the Standard Navy Distribution List.

Solid Waste. As defined in RCRA regulations, "...garbage, refuse, sludge from a waste treatment plant, water supply treatment plant, or air pollution control facility and other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations, and from community activities." It does not include solid or dissolved materials in domestic sewage; solid or dissolved materials in irrigation return flows or industrial discharges which are point sources subject to National Pollution Discharge Elimination System permitted under the Clean Water Act; or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954.

Solid waste reported in the SW P2ADS excludes the following: most hazardous waste, (except Other Select Waste as defined herein), hazardous sludge, hazardous sandblast grit, all liquid waste, recycled hazardous materials and hazardous waste, hazardous incinerator ash, radioactive waste, hazardous materials sold by Defense Reutilization and Marketing Office (DRMO), sanitary sewage, waste water, ordnance, solvents, or solid waste disposed at sea.

Solid waste management. The systematic administrative activities that provide for solid waste collection, source separation, storage, transportation, transfer, processing, treatment, or disposal.

Solid Waste Management Plan (SWMP) is a plan to manage solid waste as required by OPNAVINST 5090.1B and MCO P5090.2A, Paragraph 17301.3.

Source separation is the segregation for recycling of various materials from the waste stream at the point of generation; for example, homeowners separating paper, metal, and glass from the rest of their wastes.

Tenant. An activity or unit with a separate Unit Identification Code that occupies space within the geographical boundaries of another, larger host activity or installation. Tenants usually receive services from the host activity. Examples include a Regional Maintenance Center at a naval station, a Public Works Center at a naval base, a Naval Aviation Depot at a naval air station, or the Naval Facilities

Engineering Service Center at Naval Base Ventura County.

Waste-to-energy incineration is a disposal method where solid waste is burned to generate steam or electricity. It may be burned as received or after being processed to a more uniform fuel. Waste-to-energy plants can decrease volume by 60-90 % while recovering energy from discarded products. Mass burn, modular combustion units and refuse-derived fuels are three basic types of waste-to-energy facilities. Over 100 types are in operation in the U.S.

APPENDIX C—METRIC CALCULATION EXAMPLE

DOD SW Metric. The non-hazardous solid waste metrics are defined in ODUSD memo of 12 October 2004, subj: Revised Pollution Prevention and Compliance Metrics.

The metrics are calculated by the P2ADS software using your installation's SW Operations and Other Select Waste data. The equation for diversion rate is:

$$\text{Diversion} = \frac{(\text{recycled tons} + \text{composted tons} + \text{OSW recycled tons})}{(\text{recycled tons} + \text{composted tons} + \text{OSW recycled tons}) + (\text{landfilled} + \text{incinerated} + \text{OSW disposed})} \times 100\%$$

The economic benefit of integrated solid waste management cost avoidance (ISWMCA) is as follows:

$$\text{Economic Benefit} = \text{PDC} - \text{ADC}$$

where

$$\begin{aligned} \text{PDC} &= \text{Potential cost if all waste (including C\&D debris) were to be landfilled or} \\ &\quad \text{incinerated rather than diverted} \\ &= \text{collection and transportation costs} + \text{disposal cost} + \text{diverted material disposal cost} \end{aligned}$$

$$\begin{aligned} \text{ADC} &= \text{Actual cost of integrated solid waste management.} \\ &= \text{collection and transportation costs} + \text{disposal cost} + \text{diversion cost} - \text{diversion proceeds} \end{aligned}$$

As stated in the metric definition of Economic Benefit, when the collection and transportation costs for the diverted material are about the same whether or not you divert, the difference becomes:

$$\text{PDC} - \text{ADC} = \text{diverted material disposal cost} - \text{diversion cost} + \text{diversion proceeds}$$

or

$$\begin{aligned} \text{Economic Benefit} &= (\text{diverted quantity} \times \text{disposal tipping fee}) - \text{diversion cost} + \text{diversion proceeds.} \\ &= (\text{landfilltip or incin. fee}) * (\text{recycled tons} + \text{composted tons} + \text{C\&D recycled tons}) \\ &\quad - (\text{actual cost of each recycle op}) + (\text{revenues of each recycle op}) \end{aligned}$$

CALCULATING THE METRICS. The diversion rate is calculated using information in the SW Operations Summary and the OSW Summary. Using the data in Figures C-1 and C-2 we will calculate the DOD SW metrics.

Figure C-1

10. SOLID WASTE ANNUAL OPERATIONS SUMMARY

OPERATION S A	TONS B	COST (\$) C	REVENUES (\$) D
Landfilled	4,035	270,000	
Incinerated	2,000	100,000	0
Composted	100	20,000	100
Recycled	1,620	80,000	98,000

11. WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE: [The commercial tipping fee in dollars per ton is needed to calculate the economic benefit of the MOM goal. For installations with landfills or incinerators give the local commercial tipping fee (dollars per tons)]

A. Landfill \$ 30 B. Incinerator \$ 40

Figure C-2

4. Other Select Waste Annual Summary

A	B	C	D	E	F
Waste Stream	Disposal (Tons)	Disposal Cost (\$)	Recycled (tons)	Recycle Revenues (\$)	Recycle Cost (\$)
C&D	1,200	30,000	800	0	20,000
Oils	0	0	20	500	100
Antifreeze	50	10	2	0	500
Lead-Acid Batteries	0	0	15	50	200

Disposal was 1,250 tons and recycling was 837 tons

Diversion Percent =

$$\frac{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Other Select Waste(OSW) Diverted}}{\text{Tons Recycled} + \text{Tons Composted} + \text{Tons Incinerated} + \text{Tons Landfilled} + \text{Tons OSW Recycled} + \text{OSW Disposed}} \times 100$$

$$= \frac{1,620 + 100 + 837}{1,620 + 100 + 2000 + 4035 + 837 + 1250} \times 100$$

$$= \frac{2,557}{9,842} \times 100$$

$$= 26.0\%$$

The Economic Benefit is the cost avoidance from diverting solid waste from the landfill or incinerator. For the DOD SW Metric, the collection and transportation for the diverted material are assumed to be the same whether or not the material is diverted; therefore, the economic benefit simplifies to the following formula. Again, refer to Figure C-1 and Figure C-2 for data used in the example calculations below.

$$\text{Economic Benefit} = (\text{diverted quantity} \times \text{disposal tipping fee}) - \text{diversion cost} + \text{diversion revenue}$$

Where:

Diverted quantity = Composted tons + Recycled tons + C&D

Disposal Tipping Fee = the higher of the incineration or landfill tipping fees (\$40)

Diversion Cost = Composted cost + Recycled cost + C&D Recycled cost

Diversion Revenue = Composted revenue + Recycled revenue + C&D Recycled revenue

$$\begin{aligned}\text{Economic Benefit} &= [(100 + 1620 + 800) (\$40)] - [\$20,000 + \$80,000 + \$20,000] + [\$100 + \$98,000] \\ &= \$78,900\end{aligned}$$

Our example shows NAVSTA Small Town has achieved 26% diversion but needs to increase it another 14% to achieve the goal of 40% or better. The economic benefit of solid waste management is positive.

APPENDIX D—SW P2ADS GUIDE DISTRIBUTION LIST

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CO MCAS BEAUFORT SC (NREAO)
CO MCAS IWAKUNI JA (Code 7ENV)
CO MCAS MIRAMAR CA (ENV MGMT)
CO MCAS YUMA AZ (ENV)
CO MCB HAWAII (LE, LEC)
CO MCMWTC BRIDGEPORT CA (PW-ENVIR)
CO MCSUPACT KANSAS CITY MO (Recycle, ENV)
CO NAF ATSUGI JA (N51N, N40)
CO NAF EL CENTRO CA (N45MY3B, N45ECS)
CO NAS ATLANTA GA (Code 83)
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CO NAS NORTH ISLAND CA (N45MY3B)
CO NAS OCEANA VA (Code 940.1)
CO NAS PATUXENT RIVER MD (Solid Waste MGR)
CO NAS PENSACOLA FL (Code 00600)
CO NAS SIGONELLA IT (N49)
CO NAS WHIDBEY ISLAND WA (N44R)
CO NAS WHITING FIELD MILTON FL (Code 18300)
CO NAES LAKEHURST NJ (Code 8.7.4, 82)
CO NAVAIRWPNSTA CHINA LAKE CA (N45MY3B, N45NCW)
CO NAVHOSP BEAUFORT SC (Code 01E)
CO NAVHOSP BREMERTON WA (Code 014E)
CO NAVHOSP CHARLESTON (Code 045)
CO NAVMAG LUALUALEI HI (N465)
CO NAVPHIBASE LITTLE CREEK VA (Code 940.1)
CO NAVREGCONCEN SINGAPORE (N75)
CO NAVSECGRUACT HAWAII (N4)
CO NAVSECGRUACT SUGAR GROVE WV (N45)
CO NAVSTA BREMERTON COMPLEX (N45A41.S)
CO NAVSTA NORFOLK VA (Code 940.1)
CO NAVSTA BREMERTON COMPLEX (N45A41.S)
CO NAVSTA EVERETT WA (N45A21)
CO NAVSTA GUANTANAMO BAY CU (Code 2051)
CO NAVSTA INGLESIDE TX (N761, N02F)
CO NAVSTA MAYPORT FL (N9N, N4E4)
CO NAVSTA NEWPORT RI (N8N)
CO NAVSTA PASCAGOULA MS (N751)
CO NAVSTA ROTA SP (N7N4)
CO NAVSTA SAN DIEGO CA (N45MY3B, N45JHW)
CO NAVSUPPACT ATHENS GA (Code 102)
CO NAVSUPPACT BAHRAIN (N70)
CO NAVSUPPACT LA MADDALENA IT (Code 007)
CO NAVSUPPACT MIDSOUTH MEMPHIS TN (Code 0101)
CO NAVSUPPACT NEW ORLEANS LA (N12B8)
CO NAVSUPPACT PHILADELPHIA PA (ENV DEPT)
CO NAVSUPPACT SOUDA BAY GR (N7)
CO NAVSUPPFAC DIEGO GARCIA (N5E1)
CO NAVSUPPSTA MECHANICSBURG PA (Code 09M22)
CO NAVSURFWARCEN COASTSYSTA DAHLGREN DIV PANAMA CITY FL (PCX D42)
CO NAVUNSEAWARCEN DIV NEWPORT RI (Code 551)
CO NBVC PORT HUENEME CA (N45MY3B, N45RCS)
CO NBVC POINT MUGU CA (N45MY3B)
CO NETPMSA SAUFLEY FIELD FL (Code 22000)
CO NRL WASHINGTON DC (Code 3546)
CO PHILADELPHIA NAVY YARD PHILADELPHIA PA (ENV DEPT)
CO NTTC CORRY STATION PENSACOLA FL (Code 00600)
CO NWA DIV CORONA CA (CB-091, CB-093)
CO OLF SAN NICOLAS ISLAND CA (N45MY3B, N45RCS)
CO SPAWARSYSCEN SAN DIEGO CA (Code 20384)
CO SUBASE BANGOR WA (N45A11)
CO SUBASE KINGS BAY GA (N45)
CO SUBASE NEW LONDON CT (Code N8S51)
CO SUBASE SAN DIEGO CA (N45MY)
CO SURFCOMBATSYSCEN WOLLOPS ISLAND (M221, M1)
CO WPNSTA CHARLESTON SC (Code 092)

Distribution: (continued)

CO WPNSTA EARLE COLTS NECK NJ (PWC E200)
CO WPNSTA YORKTOWN VA (Code 940.1)
DIR NAVSEA DET NISMF PEARL HARBOR HI (N32)
OIC NAVSUPDET MONTEREY CA (N45MY3B, N45GCS)
OIC NAVUNSEAWARCENDET AUTEC ANDROS ISLAND BAHAMAS (Code 7007)
OIC NAVWPNSTA SEAL BEACH DET CORONA CA (N45MY3B, N45WCS)
SUP USNA ANNAPOLIS MD (PWD 170)
NIROP ABL ROCKET CENTER WV (ENV SPEC)
NIROP FRIDLEY MN (ENV MGR)

Copy to:

CMC (LFF-1, LF)
CNO (N452, N451, N451G)
CNI (N45)
COMLANTFLT (N4653B)
COMPACFLT (N01CE12)
COMNAVSYSMGT
COMNAVSEASYSKOM (SEA -00TP, SEA -00T)
COMNAVAIRSYSKOM (AIR-1.1E)
COMNAVSPAWARSYSKOM
COMNAVFACENGKOM (ENV-FP)
COMNAVREG MIDLANT NORFOLK VA (REC)
COMNAVREG NAVAL DISTRICT WASHINGTON DC
COMNAVREG SOUTHEAST JACKSONVILLE FL (N4)
COMNAVREG NORTHEAST NEW LONDON CT (REC)
COMNAVREG NORTHWEST SEATTLE WA (REC)
COMNAVREG HAWAII PEARL HARBOR HI (REC, N45)
COMNAVREG EUROPE
COMNAVREG SW ASIA
COMNAVREG GULF COAST FL
COMNAVREG MIDWEST GREAT LAKES IL
COMNAVREG SOUTH TX
COMNAVREG MARIANAS GUAM (REC)
COMNAVREG JAPAN (REC)
COMNAVREG KOREA (REC)
CO NAVFAC ATLANTIC NORFOLK VA (EV13)
CO NAVFAC HAWAII (CODE EV2)
CO NAVFAC PACIFIC (ENV1812C0, ENV181)
CO NAVENVIRHLTHCEN NORVA (EP-PK) (BUMED copy)
CO SOUTHNAVFACENGKOM (ES23)
CO SOUTHWESTNAVFACENGKOM (Code 572)
CO ENGFLDACT CHES (Code 02)
CO ENGFLDACT MED (EV)
CO ENGFLDACT MIDWEST GREAT LAKES IL (Code 914)
CO ENGFLDACT NORTHEAST PHILADELPHIA PA (ENV12, ENV12/JIM)
CO ENGFLDACT NORTHWEST SILVERDALE WA (Code 05E)
CO ENGFLDACT SOUTHEAST (Code 05LB)

APPENDIX E—FY05 SW P2ADS FORMS

An MS Word version of this form may be downloaded from our website at:
<http://enviro.nfesc.navy.mil/ps/datamanagement/default.htm>

FY05 SW P2ADS PART I: SW OPERATIONS FORM 1 October 2004–30 September 2005

1. INSTALLATION NAME: _____

INSTALLATION UIC: _____

2. SOLID WASTE CONTACT:

NAME: _____

CODE: _____

TELEPHONE NO. DSN: _____ COM: _____

FAX: DSN: _____ COM: _____

E-MAIL ADDRESS: _____

3. INSTALLATION POPULATION:

A. Military Residents _____ C. Civilian Residents _____

B. Military Non-Residents _____ D. Civilian Non-Residents _____

4. DOES THE INSTALLATION HAVE A SOLID WASTE MANAGEMENT PLAN (SWMP)? A formalized plan with an issuing instruction as defined by OPNAVINST 5090.1B or MCO P5090.2A, Chapter 17. Yes No

5. DOES THE INSTALLATION HAVE A COMPOSTING OPERATION? _____
Yes _____ No _____

6. DOES THE INSTALLATION HAVE A QUALIFIED RECYCLING PROGRAM (QRP)? (Check one)

Yes _____ No _____

Annual QRP Tons Recycled: _____

Total Annual QRP Cost: _____

Total Annual QRP Revenues: _____

7. COMMENTS: _____

PART I: SW OPERATIONS FORM (continued)

8. LIST TENANTS OR SHORE ACTIVITIES COVERED BY THIS SURVEY: (Major tenants have populations over 100 and do not include ships and squadrons. Please attach continuation sheet if necessary.)

UIC	TENANT OR SHORE ACTIVITY NAMES

9. DOES INSTALLATION HAVE ANY ACTIVE PERMITTED DISPOSAL FACILITY?

(Check one) Yes _____ No _____

If yes, what type of facility? Landfill _____ Compost _____ Inert _____ Incinerator _____

Permit issued by: State Gov _____ Federal Gov _____ Foreign Gov _____

10. SOLID WASTE ANNUAL OPERATIONS SUMMARY

OPERATIONS	TONS	COST (\$)	REVENUES (\$)
Landfilled			
Incinerated			
Composted			
Recycled			

SW OPERATIONS COMMENTS:

11. WHAT IS THE MUNICIPAL/COMMERCIAL TIPPING FEE: The commercial tipping fee in dollars per ton is needed to calculate the economic benefit portion of the DOD metric. Even for installations with landfills or incinerators provide the local commercial tipping fee (dollars per tons).

A. Landfill tipping fee: \$ _____

B. Incinerator tipping fee: \$ _____

PART I: SW OPERATIONS FORM (continued)**12. SOLID WASTE RECYCLED:**

RECYCLED CATEGORY	TONS
FOOD	
GLASS	
METALS	
PAPER AND PAPERBOARD	
PLASTIC	
WOOD	
YARD/GREEN WASTE (Other than composted)	
OTHER NON-FOOD	
TOTAL TONS RECYCLED (Same as 10 Recycled tons above)	

PART I: SW OPERATIONS FORM (continued)

13. SW SUCCESS STORIES:

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Mail completed solid waste information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/SOLID WASTE MANAGER
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call the NFESC Solid Waste Manager at DSN 551-3550, (805) 982-3550. Marine Corps installations are required to provide a copy to CMC (LF). Navy installations must submit a copy to their claimant.

An MS Word version of this form may be downloaded from our website at:
<http://enviro.nfesc.navy.mil/ps/datamanagement/default.htm>

FY05 SW P2ADS PART II: OTHER SELECT WASTE FORM
1 October 2004–30 September 2005

1. INSTALLATION NAME: _____

INSTALLATION UIC: _____

2. OTHER SELECT WASTE CONTACT: _____

CODE: _____

TELEPHONE NO: DSN: _____ **COM:** _____

FAX: DSN: _____ **COM:** _____

E-Mail Address: _____

3. COMMENTS

4. OTHER SELECT WASTE ANNUAL SUMMARY

A	B	C	D	E	F
Waste Stream	Disposal (Tons)	Disposal Cost (\$)	Recycled (Tons)	Recycle Revenues (\$)	Recycle Cost (\$)
C&D					
Oils					
Antifreeze					
Lead-Acid Batteries					

COMMENTS: Use a separate page for additional comments.

PART II: OTHER SELECT WASTE FORM (continued)

5. SUCCESS STORIES .

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

POLLUTION PREVENTION AND ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Mail completed information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/SOLID WASTE MANAGER
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call the NFESC Solid Waste Manager at DSN 551-3550, (805) 982-3550. Marine Corps installations are required to provide a copy to CMC (LF). Navy installations must submit a copy to their claimant.

An MS Word version of this form may be downloaded from our website at:
<http://enviro.nfesc.navy.mil/ps/datamanagement/default.htm>

FY05 SW P2ADS PART III: GREEN PROCUREMENT PROGRAM FORM
1 October 2004 – 30 September 2005

1. **INSTALLATION UIC:** _____

2. **INSTALLATION NAME:** _____

3. **GREEN PROCUREMENT CONTACT:** _____

4. **CODE:** _____

5. **TELEPHONE NO: DSN:** _____ **COM:** _____

FAX: DSN: _____ **COM:** _____

E-MAIL ADDRESS: _____

6. **DID THE INSTALLATION UPDATE, IMPROVE, OR INSTITUTE ANY OF THE FOLLOWING FOR THE REPORTING PERIOD: SWMP, P2 PLAN, WASTE MINIMIZATION PLAN, WASTE REDUCTION PROJECT, RECYCLING PROJECT, OR PROJECT THAT REDUCED WASTE?**

(Check one) Yes _____ No _____

If yes, please explain or attach a success story _____

7. **DOES YOUR INSTALLATION HAVE A RECYCLING PROGRAM FOR OFFICE/ADMINISTRATIVE SPACES?**

(Check one) Yes _____ No _____

8. **DOES THE INSTALLATION HAVE A RECYCLING PROGRAM FOR INSTALLATION RESIDENCES (E.G., FAMILY HOUSING, QUARTERS, AND BARRACKS, BOQ, BEQ)?**

(Check one) Yes _____ No _____

9. **HOW MANY CONSTRUCTION AND DEMOLITION (C&D) PROJECTS WERE STARTED AT THE INSTALLATION DURING THE REPORTING PERIOD?** _____

How many of these projects include recycling of some of the C&D debris ? _____

PART III: GREEN PROCUREMENT PROGRAM FORM (continued)**10. DOES THE INSTALLATION HAVE A GREEN PROCUREMENT (GP) PROGRAM PLAN OR INSTRUCTION?**

(Check one) Yes _____ No _____

A. If yes to Question 10, does your facility announce and publicize the GP Program plan or instruction to potential and active vendors providing services or materials to the facility?

(Check one) Yes _____ No _____

B. If yes to 10A, how does your facility announce and publicize the program to vendors?

C. If yes to Question 10, how does your facility promote the GP Program to facility and shop level personnel?

D. If yes to Question 10, which entity or office in your facility is responsible for implementing the program?
Check all that apply.

<input type="checkbox"/> Supply	<input type="checkbox"/> Facilities
<input type="checkbox"/> Procurement	<input type="checkbox"/> Environmental
<input type="checkbox"/> Contracts	<input type="checkbox"/> Other audit (Please specify as many as appropriate)
<input type="checkbox"/> Purchase Card Management	_____
<input type="checkbox"/> Logistics	_____
<input type="checkbox"/> MWR/MCCS	_____

11. INSTALLATION ACQUISITION PERSONNEL (GS-1102; GS-1105; and GS-1106 not purchase cardholders)

A. What is the total number of acquisition personnel? _____

B. How many of these acquisition personnel have received documented GP program training within the last three years? _____

C. Where are acquisition personnel trained (Check all that are applicable)?

☐ Installation (Please specify organization) _____
☐ Navy schools
☐ Other schools (Please specify) _____

12. INSTALLATION PURCHASE CARDHOLDERS (purchases less than \$2,500)

A. What is the total number of purchase cardholders? _____

B. How many of the purchase cardholders have received documented GP Program training within the last three years? _____

C. Where are purchase cardholders trained? (Check all that are applicable)?

☐ Installation (Please specify organization) _____
☐ Navy schools
☐ Other schools (please specify) _____

D. Where are the purchase card program training records kept?

<input type="checkbox"/> Training records not kept	<input type="checkbox"/> Training office
<input type="checkbox"/> Official personnel file	<input type="checkbox"/> Other location (Please specify)

PART III: GREEN PROCUREMENT PROGRAM FORM (continued)**13. HAS THE INSTALLATION HAD A CONTRACTING OR ENVIRONMENTAL COMPLIANCE AUDIT/INSPECTION CONDUCTED TO EVALUATE THE GP PROGRAM DURING THIS REPORTING PERIOD?**

If no, skip to Question 16.

(Check one) Yes ____ No ____

If yes, who did the audit? (Check all that are applicable)

<input type="checkbox"/> Internal/self	<input type="checkbox"/> Major command/CMC	<input type="checkbox"/> Other audit (Specify)
<input type="checkbox"/> State	<input type="checkbox"/> EQA/EMS	_____
	<input type="checkbox"/> EPA audit	_____

14. ARE AUDIT OR INSPECTION FINDINGS REPORTED UP THE CHAIN OF COMMAND TO THE INSTALLATION SENIOR LEVELS AND/OR THE MAJOR COMMAND/HQMC?

(Check one) Yes ____ No ____

If yes, indicate to whom the findings are reported. (Check all that are applicable)

<input type="checkbox"/> Major command/CMC		
<input type="checkbox"/> CO/CG/COM	<input type="checkbox"/> Contracts	<input type="checkbox"/> Base Engineering Officer
<input type="checkbox"/> XO/Chief of Staff	<input type="checkbox"/> Facilities	<input type="checkbox"/> Supply Officer
<input type="checkbox"/> Administrative Services	<input type="checkbox"/> MWR/MCCS/ Exchange	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Procurement	<input type="checkbox"/> PWO/SCE	_____
	<input type="checkbox"/> Base Maintenance Officer	

15. ARE CORRECTIVE ACTIONS FROM THESE AUDITS TRACKED BY THE INSTALLATION'S SENIOR LEVELS AND/OR TO THE MAJOR COMMAND/CMC?

(Check one) Yes ____ No ____

If yes, indicate who tracks the findings. (Check all that are applicable)

<input type="checkbox"/> Major command/CMC	<input type="checkbox"/> MWR/MCCS/
<input type="checkbox"/> CO/CG/COM	Exchange
<input type="checkbox"/> XO/Chief of Staff	<input type="checkbox"/> PWO/SCE
<input type="checkbox"/> Administrative Services	<input type="checkbox"/> Base Maintenance Officer
<input type="checkbox"/> Procurement	<input type="checkbox"/> Base Engineering Officer
<input type="checkbox"/> Contracts Head	<input type="checkbox"/> Supply Officer
<input type="checkbox"/> Facilities	<input type="checkbox"/> Other (Specify)

PART III: GREEN PROCUREMENT PROGRAM FORM (continued)

16. DOES THE INSTALLATION ASSESS THE GP PROGRAM'S EFFECTIVENESS BY ANALYZING AUDIT RESULTS, TRAINING TRENDS, AND FEDERAL PROCUREMENT DATA SYSTEM (FPDS) DATA?

(Check one) Yes _____ No _____

17. BIO-BASED PRODUCTS:

A. In FY2005, did your installation purchase or test any bio-based products, other than bio-based fuels?

(Check one) Yes _____ No _____

B. If yes to Question 17A, please provide details and the source(s) of the products

_____ GSA Schedule

_____ Support Services contractor

_____ DLA

_____ Other, please specify

_____ Commercial source

C. Has your installation's affirmative (green) procurement plan or instruction been amended to implement the procurement of bio-based products?

(Check one) Yes _____ No _____

D. Has your installation begun training for bio-based product procurement?

(Check one) Yes _____ No _____

18. IN FY05, DID YOUR INSTALLATION PARTICIPATE IN A PILOT PROJECT TO PURCHASE ENVIRONMENTALLY PREFERABLE PRODUCTS OR SERVICES?

(Check one) Yes _____ No _____ If yes, please explain _____

19. IS YOUR INSTALLATION USING GREEN CLEANING PRODUCTS OR SERVICES?

(Check one) Yes _____ No _____

20. COMMENTS. Provide any pertinent comments here or use a separate page.

PART III: GREEN PROCUREMENT PROGRAM FORM (continued)

21. SUCCESS STORIES:

ORGANIZATION NAME:

CONTACT, TELEPHONE NUMBER, E-MAIL ADDRESS:

DESCRIPTION OF THE SUCCESS:

ECONOMIC BENEFITS:

ENVIRONMENTAL BENEFITS:

OTHER BENEFITS AND COMMENTS:

Attach the Green Procurement form to the Solid Waste and Other Select Waste forms before submitting to ESC. Mail completed information to:

COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING SERVICE CENTER
ATTN: ESC 424/SOLID WASTE MANAGER
1100 23RD AVENUE
PORT HUENEME CA 93043-4370

For assistance call the NFESC Solid Waste Manager at DSN 551-3550, (805) 982-3550. Marine Corps installations are required to provide a copy to CMC (LF). Navy installations must submit a copy to their claimant.